

Mission Integration Contract

International Space Station Program

Contract Number NNJ10GA20B

**National Aeronautics and Space Administration
International Space Station Program
Johnson Space Center
Houston, Texas**



SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) ➤		RATING DO-C9	PAGE 1 of See sect 11 below
2. CONTRACT NO. NNJ10GA20B	3. SOLICITATION NO. NNJ09ZBG002R	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED	6. REQUISITION/PURCHASE NO.	
7. ISSUED BY NASA Lyndon B. Johnson Space Center Space Station Procurement Office 2101 NASA Parkway Mail Code: BG Houston, TX 77058		CODE BG	8. ADDRESS OFFER TO (If other than Item 7) NASA Lyndon B. Johnson Space Center 2101 NASA Parkway Attn: Janet G. Arkinson, Building 259 Houston, TX 77058		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, at the Lyndon B. Johnson Space Center, until _____, local time, on _____. **NOTE: Volume IV, Past Performance, and Section K, Representations and Certifications are due at the place specified in Item 8, at the Lyndon B. Johnson Space Center, until _____ local time, on _____. All offers are subject to all terms and conditions contained in this solicitation. CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.**

10. FOR INFORMATION CALL: ➤	A. NAME Janet G. Arkinson	B. TELEPHONE NO. (NO COLLECT CALLS)		C. EMAIL ADDRESS janet.g.arkinson@nasa.gov
		AREA CODE (281)	NUMBER 244-5433	EXT.

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT ➤ (See Section I, clause No. 52-232-8)	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	0 %	0 %	0 %	0 %

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION). For offerors and related documents numbered and dated:	AMENDMENT NO	DATE	AMENDMENT NO	DATE
	01	12/18/2009	03	04/16/2010
	02	01/14/2010	04	05/11/2010

15. NAME AND ADDRESS OF OFFEROR	CODE 1BYL8	FACILITY 5316	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Mary K. Kerber, Director, Contracts
Barrios Technology, Ltd. 16441 Space Center Blvd., B-100 Houston, Texas 77058-2015			

15B. TELEPHONE NO. (Include area code) 281-280-1961	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE – ENTER <input checked="" type="checkbox"/> SUCH ADDRESS IN SCHEDULE	17. SIGNATURE Originally signed by Mary K. Kerber	18. OFFER DATE 05/12/2010
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
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22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN: (4 copies unless otherwise specified) ➤	ITEM See G.11
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24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE
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26. NAME OF CONTRACTING OFFICER (Type or print) Eric Schell	27. UNITED STATES OF AMERICA Originally signed by Eric Schell (Signature of Contracting Officer)	28. AWARD DATE 06/25/2010
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IMPORTANT – Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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Award Form, Contents, and Structure

MISSION INTEGRATION CONTRACT

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Supplies or Services and
Price/Costs

MISSION INTEGRATION CONTRACT

PART I - THE SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS****B.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
None included by reference		

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

CLAUSE NUMBER	DATE	TITLE
None included by reference		

B.2 CONTRACT VALUE

The current cumulative contract value is \$273,418,157 (including the Firm Fixed-Price (FFP) Phase-In).

The minimum amount of IDIQ supplies and services ordered in total and paid for under this contract shall be \$2 Million.

The maximum not-to-exceed (NTE) value of IDIQ supplies and services ordered in total under this contract is \$149 Million, which includes incidental materials and travel. The maximum NTE amount does not reflect an obligation of the Government. The Government's obligation hereunder shall be based on that specified in the task/delivery orders issued during the period of the contract.

The Government will not pay any travel or material costs under this contract except as properly authorized by task orders.

MISSION INTEGRATION CONTRACT

Basic Period of Performance Table

	Maximum Contract Value
Phase-In (FFP)	\$102,989
FFP	\$36,442,008
IDIQ (NTE)	\$149,000,000
TOTAL	\$185,544,997

Option 1 Table

	Maximum Contract Value
FFP	\$7,789,614
IDIQ (NTE)	\$35,000,000
TOTAL	\$42,789,614

Option 2 Table

	Maximum Contract Value
FFP	\$8,083,546
IDIQ (NTE)	\$37,000,000
TOTAL	\$45,083,546

Total Table

	Maximum Contract Value
FFP	\$52,315,168
IDIQ (NTE)	\$221,000,000
TOTAL	\$273,418,157

(End of clause)

B.3 NFS 1852.216-78 FIRM FIXED PRICE (CONTRACT PHASE-IN) (DEC 1988)

The total firm fixed price of the phase-in of this contract is **\$102,989**. The contract phase-in period is from June 28, 2010 through September 30, 2010.

(End of clause)

B.4 INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) ORDERS

The Government may order IDIQ services at any time after contract start, in accordance with the procedures set forth in this contract. The contractor shall utilize the rates shown in the following tables for the pricing and payment per clause G.11, Payments – Fixed Rate IDIQ, of IDIQ task orders.

MISSION INTEGRATION CONTRACT

The Government will not be obligated to pay the contractor any amount in excess of the maximum values identified in each IDIQ task order, and the contractor shall not be obligated to continue performance if, to do so, would exceed the maximum values set forth in the IDIQ task order(s), unless and until the Contracting Officer notifies the contractor in writing that the maximum values have been increased and specifies in the notice a revised maximum value that shall constitute the maximum value for performance. Task Order amendments are addressed in Clause H.17, Task Order Amendments.

Task orders shall not include any hours for skills covered by SOW Section 1.0 (Firm-Fixed Price).

CLIN RATE TABLE

FOIA b4

CLIN RATE TABLE

FOIA b4

MISSION INTEGRATION CONTRACT

B.5 NFS 1852.232-81 CONTRACT FUNDING (JUN 1990)

- (a) For purposes of payment of invoices, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is **\$3,102,989.00**. This allotment is for the Mission Integration support services and covers the following estimated period of performance: Phase-In Period from June 28, 2010 through September 30, 2010 and Contract Start from **October 1, 2010 through October 14, 2010**.

(End of clause)

B.6 PROFIT POOL FOR INDEFINITE DELIVERY/ INDEFINITE QUANTITY (IDIQ) ORDERS

In addition to the rates established in Table 1 of clause B.4, the Government reserves the right to award the contractor with additional profit dollars based on the contractor's successful completion of specific improvement projects as established in clause H.11, Annual Performance Feedback, and in DRD MIC-PM-04, Performance Assessment Plan and Performance Assessment Report. Annual NTE values for the additional profit dollars are established in Table 1 below. Table 2 shall be used to track projects as they are negotiated.

Table 1

Contract Year (CY)	Profit Pool NTE
CY1: 10/01/10- 09/30/11	\$ 80,000
CY2: 10/01/11- 09/30/12	\$ 80,000
CY3: 10/01/12- 09/30/13	\$ 80,000
CY4: 10/01/13- 09/30/14	\$ 80,000
CY5: 10/01/14- 12/31/15	\$ 80,000
CY6: 01/01/16- 12/31/16 (Option 1)	\$ 80,000
CY7: 01/01/17- 12/31/17 (Option 2)	\$ 80,000

Table 2

Project Title	Contract Year	Negotiated Profit Amount	Earned Profit Amount

(End of clause)

[END OF SECTION]

SECTION C
Statement of Work

MISSION INTEGRATION CONTRACT

SECTION C - STATEMENT OF WORK (SOW)

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MISSION INTEGRATION CONTRACT**MISSION INTEGRATION CONTRACT (MIC)****STATEMENT OF WORK (SOW) BACKGROUND:**

The Mission Integration Contract (MIC) supports International Space Station (ISS) mission integration and provides necessary infrastructure operations functions including Russian language and logistics services at Johnson Space Center (JSC) and other locations including Moscow, Russia. The purpose of the International Space Station is to conduct physical, engineering, and life sciences research for the benefit of life on Earth and to advance exploration of our solar system and enable commerce in Space. In order to effectively support and utilize the ISS, National Aeronautics and Space Administration (NASA) requires products and services to perform:

- Development of tactical plans to identify essential tasks and provide cargo requirements of crews and critical ISS supplies to the ISS,
- Definition, integration, and documentation of ISS mission requirements and priorities,
- Update of analyses and plans as on-orbit activities, launch vehicle schedules and unplanned events occur,
- Coordination with partners and institutions to gain multi-lateral agreements to processes and products, and resolve issues ,
- Oversight of implementation with launch vehicle organizations to ensure cargo is delivered as planned and coordinate changing requirements,
- Real-time operations to work issues and provide program guidance and reporting,
- Facilitation of communications with ISS International Partners (IPs),
- Post-flight reporting of accomplishments and results.

The MIC provides the engineering products and services to assist NASA in these key functions. Thorough knowledge and expertise of the ISS will be necessary to perform this contract.

The following statement of work defines the tasks to be performed by the contractor. The contractor shall be responsible for the overall successful performance of the MIC and shall provide all necessary resources to meet contract requirements. The contractor shall be responsible for all training and/or certifications required to accomplish contract requirements. All work completed under this contract shall comply with requirements contained in the applicable documents delineated in Section J, Attachment J-7, Applicable and Reference Documents List.

MISSION INTEGRATION CONTRACT**1.0 FIRM FIXED PRICE**

The contractor shall provide all resources and skills required to perform the services and deliver the products described in this Statement of Work (SOW), contract terms and conditions, applicable documents, Data Requirements Description (DRDs), and other sections of this contract.

1.1 PROGRAM MANAGEMENT**1.1.1 Program Management and Administration**

1.1.1.1 The contractor shall develop, update, and implement a Mission Integration Program Management Plan in accordance with DRD MIC-PM-01, Mission Integration Contract (MIC) Program Management Plan. The contractor shall describe in the plan the contractor's management structure that integrates all related plans and systems including those of teamed businesses, major subcontractors and vendors. The contractor shall address in the plan the contractor's management of all systems, functions, and data requirements described in this SOW. In addition, the contractor shall develop, update and implement a Mission Integration Phase-in Plan in accordance with DRD MIC-PM-03, Mission Integration Phase-in Plan. The contractor shall develop and deliver a DRD MIC-PM-05, Organization Chart, that identifies management reporting structure and personnel by location. The contractor shall develop and deliver a Certificate of Flight Readiness (CoFR) Implementation Plan in accordance with DRD MIC-PM-06, Certificate of Flight Readiness (CoFR) Implementation Plan, to define an approach and implementation plan for CoFR endorsement.

1.1.1.2 The contractor shall implement a system to measure customer satisfaction of the products and services produced or provided. Corrective actions shall be implemented for customer concerns that fail to meet the quality standard.

1.1.1.3 The contractor shall develop and provide an Export Control Plan in accordance with DRD MIC-EC-02, Export Control Plan. Self-audits shall be conducted annually to review compliance with export control regulations and reported according to DRD MIC-EC-01, Export Control Audit Results.

The contractor shall determine classification of all export commodities and whether NASA existing license exceptions or exemptions can be used. The contractor shall administer and maintain control logs of export activities consistent with the MIC Export Control Plan and associated export compliance requirements. Export control logs shall include as a minimum, commodities classifications, license information, transaction status, compliance activities and records of process completion for license exceptions or exemptions.

1.1.1.4 The contractor shall provide a Contract Close-Out Plan in accordance with DRD MIC-PR-01, Contract Close-Out Plan.

MISSION INTEGRATION CONTRACT**1.1.2 Planning and Review (IMR, MIS)**

The contractor shall conduct monthly Integrated Management Reviews (IMRs) in accordance with DRD MIC-PM-02, Integrated Management Review. IMR presentations shall provide insight into the contractor's, subcontractors', and vendors' overall technical, schedule, and resources performance. IMR presentations shall depict overall management performance measurement, quality, accomplishments, issues and corrective actions.

One NASA Management Information System (MIS) is a web-based data repository designed to keep ISS Program management and personnel aware of the most current ISS Program technical, financial, workforce, schedules, and operational information, including issues and risks. MIS links ISS Program core business issues and goals with the technical aspects of the Program. To accomplish this, ISS Program managers will utilize (from the Contractor) selected financial planning technical costs, workforce data, Program schedules, Program metrics and other status information. This selected information exists in the various DRDs which are requested by the contract. As required, other data and supporting formats should be developed by the Contractor with concurrence from ISS Program Business Management Office.

The contractor shall develop and report metrics that effectively measure contract performance. In addition, the contractor shall develop and report contract performance standards in accordance with DRD MIC-PM-04, Performance Assessment Plan and Performance Assessment Reports. NASA Management Information System (MIS) Data Requirements shall be provided in accordance with DRD MIC-PM-02, Integrated Management Review.

1.1.3 ISO/Quality Management Support

The contractor shall establish and maintain a Quality Management System (QMS) that complies with the SAE Aerospace Standard AS9100C, Quality Management Systems – Requirements for Aviation, Space and Defense Organizations. Third party certification/registration is not required.

1.1.4 Mission Assurance and Risk Management Plan

The contractor shall develop, maintain, and implement a Mission Assurance and Risk Management (MA&RM) Plan in accordance with DRD MIC-SA-01, Mission Assurance and Risk Management Plan. For non-mishap related lessons learned, the contractor shall meet NPR 7120.6, Lesson Learned Process, and enter the lessons learned into the Government provided database in accordance with JPR 2310.1, JSC Organizational Learning Program.

1.1.5 Audit/Surveillance

The contractor shall provide access to data, personnel, and facilities for Government audit/surveillance of contractor plans, procedures, and processes when deemed necessary by the Government. The contractor shall provide written responses to audit/surveillance findings that are delivered to and accepted by the Government.

MISSION INTEGRATION CONTRACT**1.1.6 Safety and Health**

The contractor shall develop, implement, and maintain a Safety and Health (S&H) Plan in accordance with DRD MIC-SA-02, Safety and Health Plan. The contractor shall document the assessments in monthly safety and health metrics in accordance with DRD MIC-SA-03, Monthly Safety and Health Metrics, and perform an annual self-evaluation in accordance with DRD MIC-SA-04, Safety and Health Program Self-Evaluation.

The contractor shall develop, update, and implement a process to capture, disseminate, and implement mishap related lessons learned, both positive and negative, in accordance with NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Record keeping. For non-mishap related lessons learned, the contractor shall meet NPR 7120.6, Lesson Learned Process, and enter the lessons learned into the Government provided database in accordance with JPR 2310.1, JSC Organizational Learning Program.

1.2 PROGRAM PLANNING AND CONTROL**1.2.1 Resource Management**

1.2.1.1 As part of the Program Management for this contract, including risk management, the contractor shall support the Resource Management Office in Program Planning and Control (PP&C) of budget funding, contract changes tracking and analysis and reserves management. The contractor shall perform the following tasks:

- (a) Develop, implement, maintain, and update a contract financial system which tracks resources by contract Work Breakdown Structure (WBS) including, but not limited to, fully burdened labor and other direct cost, (e.g. materials, travel, and subcontracts).
- (b) The contractor's financial planning system shall support the Government budget process (e.g. Program Planning, Budgeting and Execution [PPBE] budget calls), and support special requests for budget impacts. NASA will, in accordance with the budget or special request guidelines and reporting format, specify the format and content of the contractor's inputs and supporting rationale.
- (c) The contractor shall provide financial reporting in accordance with DRD MIC-PC-01, Financial Management Reporting.

1.2.1.2 The contractor shall develop and provide Workforce Reports in accordance with DRD MIC-PC-02, Workforce Reports, to show organization, geographical breakdown, and on-site versus off-site workforce allocations.

1.2.1.3 The contractor shall develop and provide a contract WBS and Dictionary, in accordance with DRD MIC-PC-03, Work Breakdown Structure (WBS) and Dictionary. The WBS and Dictionary shall indicate the mapping of the contractor WBS to the contract SOW WBS and the ISS Program WBS (SSP 50659, ISS Program Work

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Breakdown Structure), at the lowest levels of the ISS Program WBS. The contract SOW WBS and Task Orders shall serve as the framework for contract planning, budgeting, financial reporting, schedule resource loading, and schedule status reporting to the ISS Program Office. Major elements of work provided by subcontractors shall also be identified in the contract WBS.

1.2.2 Configuration Management/Data Management and Integration**1.2.2.1 Configuration Management (CM)**

The contractor shall implement a configuration management process in accordance with SSP 41170, ISS Program Configuration Management Requirements, SSP 50010, Standards for ISS Program Documentation, SSP 50123, Configuration Management Handbook, and SSP 50172, Data Management Handbook. Additionally, the contractor shall be responsible for contract specific CM functions as described in each of the functional CM areas described below.

1.2.2.2 Management and Administration

The contractor shall develop and manage the ISS Program CM/Data Management (DM) requirements in accordance with DRD MIC-CM-01, Configuration Management Plan.

1.2.2.3 Configuration Control / Change Management

The contractor shall process changes specific to MIC in accordance with SSP 50123. The contractor shall review and provide evaluation of cost, schedule, and technical impacts to Program changes originating from outside the MIC to determine if those changes have potential impacts to MIC in accordance with SSP 50123.

The contractor shall input and validate data relative to Mission Integration changes and directives entered in the COnfiguration Status Management Operations System (COSMOS) database to assign Change Request (CR) numbers, track and status changes, and provide accurate information, reports, and monthly metrics, and provide objective evidence in support of CoFR endorsements.

1.2.2.3.1 The contractor shall develop, maintain, and deliver desk instructions in accordance with DRD MIC-CM-02, Configuration Management Desk Instructions, including but not limited to the following areas in accordance with SSP 50123 and SSP 50172:

- Change Processing
- Engineering Release Unit
- Configuration Management Receipt Desk
- Change Integrators
- Document Quality Assurance

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- Other Programs (i.e., Shuttle, Constellation) CR reviews.

1.2.2.3.2 The contractor shall ensure execution of the change process in accordance with SSP 50123 and DRD MIC-CM-01:

- (a) Ensure changes are thoroughly coordinated prior to submittal;
- (b) Reviewed and evaluated;
- (c) Implemented by an approved ISS Program Change Directive;
- (d) Provide a thorough review of all directive packages to ensure quality packages prior to submittal for NASA CM signature per SSP 50123 and OH-WI-017, International Space Station Configuration Management (CM) Directive Work Instruction.

1.2.2.3.3 The contractor shall participate in the PP&C CoFR Panel Reviews to support Stage Operations Readiness Reviews (SORRs) in accordance with SSP 50108 and SSP 50421, Program Planning and Control Office CoFR Implementation Plan.

1.2.2.4 Data Management and Integration

The Mission Integration contractor shall perform the following Data Management and Integration activities specific to the MIC:

1.2.2.4.1 The contractor shall provide an Engineering Release Unit (ERU) for the release of baseline documentation authorized by the Mission Integration and Operations Control Board (MIOCB), the MIOCB sub-boards and panels, the Space Station Control Board (SSCB) and/or the Space Station Program Control Board (SSPCB) as defined in SSP 41170, SSP 50123, and SSP 50172. This shall include interface with the Program Integration and Control (PI&C) Contract Engineering Release Unit.

1.2.2.4.2 The contractor shall operate a Configuration Management Receipt Desk (CMRD) as defined in SSP 50123 and SSP 50172. The contractor CMRD shall interface with the ISS Program CMRD and the ISS Vehicle Segment Sustaining Contract CMRDs.

1.2.2.4.3 The contractor shall provide Document Quality Assurance (DQA) for all NASA controlled Program documentation identified under this contract in accordance with SSP 50010 and SSP 50172.

1.2.2.5 Program Data Integration

The contractor shall support the Program Data Integration team in identifying and documenting data workflow processes associated with this contract which are impacts to work performance and cross other contractual interfaces. This includes support to data related meetings to share information on MIC data interfaces, responding to questions either written or verbal and

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providing evaluations and recommendations for potential process improvements.

1.2.3 Program Information Technology (IT)**1.2.3.1 IT Management**

1.2.3.1.1 The contractor shall provide the IT necessary to meet the ISS Program IT requirements in accordance with SSP 50013, ISS Information Systems Plan. The contractor is responsible for training of MIC personnel in use of standard and unique IT skills.

1.2.3.1.2 The contractor shall develop and implement DRD MIC-IT-01, IT Management Plan, for reportable IT.

1.2.3.1.3 The contractor shall report all IT delivered implementing an IT Capital Investment Plan and associated reports in accordance with SSP 50222, ISS Program Capital Investment Process (CIP).

1.2.3.1.4 The contractor shall develop and implement an IT Security Plan in accordance with DRD MIC-IT-02, IT Security Plan and Reports, if required.

1.2.3.1.5 The contractor shall implement an architecture that enables bi-directional digital data sharing with Government representatives including transmission of information across firewalls and the required security access defined requirements

1.2.3.1.6 The contractor shall adhere to JSC IT website policies including NASA JSC Web Policy, JSC Policy on the Registration of Websites, and Section 508 of the Rehabilitation Act of 1974.

1.2.3.1.7 The contractor shall adhere to the NASA Mission Focus Review (MFR) 137 policies.

1.3 MISSION INTEGRATION SERVICES**1.3.1 Meeting Services**

The contractor shall provide meeting services for Mission Integration functions identified in Addendum 3, Meeting Support Requirements in order to plan and document MI&O Office activities. Tasks shall include:

- 1) Schedule telecons, Technical Interchange Meetings (TIMs) and meetings including coordination of interpretation.
- 2) Develop and distribute agendas, action item lists and minutes, as well as notices of events and other pertinent information.

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- 3) Organize meeting logistics, schedule conference rooms and telecons, prepare meeting materials, and ensure necessary equipment is available and set up.
- 4) Provide meeting minutes and action item information including assignment, notification to assignees, and documentation of status and closures.
- 5) Maintain team and meeting Points of Contact (POC) lists, distribution lists and team calendars of events.

1.3.2 Mission Integration and Operations (MI&O) CM Receipt Desk

The contractor shall establish a Configuration Management Receipt Desk to manage the MI&O CR review process in accordance with SSP 50123 and SSP 50172.

1.3.3 Flight Rule Coordination

The contractor shall coordinate and process ISS MI&O Office flight rules from the Flight Rules Control Board (FRCB) in order to document ISS MI&O Office flight rule evaluations. The contractor shall:

- a) Distribute FRCB changes to appropriate MI&O Office organizations for review and evaluation;
- b) Collect and integrate MI&O evaluations, resolve any issues identified by the evaluations and submit evaluations to the FRCB;
- c) Track FRCB change evaluations, notify evaluators of appropriate due dates and provide status to NASA.

1.3.4 Mission Integration and Operations (MI&O) CoFR Services

The contractor shall administer the MI&O Certification of Flight Readiness (CoFR) process in accordance with SSP 50230, Mission Integration and Operations Office Certification of Flight Readiness Implementation Plan, for each flight to provide for consistent data collection, presentation, and archival of the internal NASA/contractor CoFR data. This includes maintenance of SSP 50230 and collection of specified data necessary to complete CoFR records.

1.3.5 Book Coordination

The contractor shall update, maintain, and be the Book Coordinator as described in SSP 50172 for the following Program documentation, which will be updated once per year:

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- a) SSP 50200-01, Station Program Implementation Plan (SPIP) Volume 1, Program Management Plan,
- b) SSP 50200-02, Station Program Implementation Plan (SPIP) Volume 2, Program Planning and Manifesting,
- c) SSP 50650, Program Management Operations and Integration Procedures (PMOIP),
- d) SSP 50108, CoFR Process Document for ISS,
- e) SSP 50230, Mission Integration and Operations Office Certification of Flight Readiness Implementation Plan,
- f) SSP 50200-01-ANX C, Station Program Implementation Plan (SPIP) Volume 1, Station Program Management Plan, Annex C: Mission Integration and Operations Office.
- g) SSP 50715, International Space Station De-Crewing and Re-Crewing Plan

1.3.6 Mission Integration Scheduling

- 1.3.6.1 The contractor shall assess top-level and develop and maintain logically linked lower level schedules in accordance with DRD MIC-PC-04, Integrated Mission Integration and Operations (MI&O) Schedules. MIC team and office schedules shall be developed, updated, and maintained to provide current status of activities and identify activities which are dependent upon other ISS Program participants outside of this contract.
- 1.3.6.2 The contractor shall update top-level schedule inputs and lower level schedules as inputs are received. The contractor shall provide updates, analysis and reports for all tasks in accordance with DRD MIC-PC-04. The contractor shall develop and maintain special purpose schedule data packages, which include both detailed and summary level schedules and integrated cost/schedule analysis products. Analysis consists of the identification of potential schedule impacts with interfacing organizations/contracts.
- 1.3.6.3 The contractor shall provide twice a month schedule status inputs and schedule analysis for schedule issues resolution, schedule status to the ISS Assessments, Cost Estimating and Schedules Office. As required, the contractor shall provide monthly status inputs to NASA institutional organizations and to the Space Shuttle Program.
- 1.3.6.4 The contractor shall evaluate MIC milestones to determine data delinquencies and work with co-owners of the milestone to address/resolve problems and data conflicts.

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- 1.3.6.5 The contractor shall develop, update, and provide summary schedules to NASA office managers as defined in DRD MIC-PC-04.

1.3.7 Mission Integration Database Application System (MIDAS) Services

The contractor shall provide MIDAS System Administration/User services and Parts Data Maintenance Services.

1.3.7.1 MIDAS System Administration/User

The contractor shall perform system administration functions for MIDAS.

- a) Update system tables and pick lists
- b) Upon NASA approval, add new accounts to the system and change access privileges to the system. Validate that new users have required training by maintaining MIDAS training records.
- c) Perform data file exchanges with other program databases upon request of manifest leads or NASA Office of Primary Responsibility (OPR) including IP databases and IMS according to Interface Control Documents (ICDs).
- d) Transfer manifest updates to the Vehicle Master Database (VMDB) at Increment Definition and Requirements Document (IDRD) Annex 1 CR initiation and approval.
- e) Maintain a history log of data exchanges with all other data systems including date of transfer, content including CR number, and external system name. This log shall be accessible to NASA electronically.
- f) Archive all active flight manifests weekly including working manifest files and approved manifest files.
- g) Maintain document management of ICDs with partners and other databases as defined in:
 - SSP 50647, MIDAS to Cargo Integration Data Management Tool (CIDMT) ICD
 - SSP 50174, MIDAS to VMDB ICD
 - SSP 50725, MIDAS to POWER ICD
 - SSP 50849, MIDAS to JAXA HTV Cargo Integration System
- h) Develop, maintain, and conduct training courses for new MIDAS users for each primary functional area when directed to support an application.

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- i) Resolve problems or issues with the MIDAS application when identified by the MIDAS user community.
- j) Perform independent integration testing of MIDAS software releases.
- k) Perform low-level data and “bug” analysis and “bug” resolution.

1.3.7.2 Parts Data Maintenance

The contractor shall maintain the electronic catalog of generic part information within the MIDAS tool. This includes:

- a) Review submitted MR information to identify changes to the parts catalog and validation of changes with the appropriate authoritative source (hardware owner organization) to ensure the mass property information is correct. The contractor shall update parts information based on validated data provided by authoritative sources within 2 working days of receipt of correct information.
- b) Add new parts to the catalog when new parts are identified on a MR and place holders in the catalog when requested to initiate assignment of operations nomenclature, in support of bar code labeling operations, or to support Cargo Integration operations.
- c) Update existing part information based on validated data provided by authoritative sources within 2 working days of receipt of correct information.
- d) Provide notification of updates to part information to manifest developers and to appropriate personnel as defined by NASA as they occur. Records of transmitted notifications shall be retained for historical purposes. Data should include: Name of person making change, description of the change, justification for making the change, and the flight manifest that are potentially affected by the change. Retained historical information shall be retrievable electronically by part number or by name of affected flight.

MISSION INTEGRATION CONTRACT**2.0 INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ)****2.1 MISSION INTEGRATION (IDIQ)**

The contractor shall perform the mission integration and documentation functions of Mission Requirements and Planning, Visiting Vehicle Integration, Cargo Planning, Mission Integration Activities, and On-Orbit Integration Activities in order to plan and implement mission integration requirements.

2.1.1 Mission Requirements and Planning

The contractor shall provide technical and administrative services to implement Multi-Increment, Increment and Stage Integration in order to plan and implement requirements for the operations of the ISS.

2.1.1.1 Multi-Increment

The contractor shall provide multi-increment products and services by developing, managing, and updating SSP 50261-01, Generic Groundrules, Requirements and Constraints (GGR&C) Part 1: Strategic and Tactical Planning, Flight Station Tactical Resource Management, Post Mission Debrief Process, Increment Manifest Integration, and Requirements Integration Panel services in order to plan on-orbit operations requirements and document post mission outcomes over multiple increments.

2.1.1.2 Increment/Stage Integration

The contractor shall provide technical and administrative services and products to implement Increment and Stage integration in accordance with:

- SSP 50200-01-ANX C, Station Program Implementation Plan (SPIP) Volume 1, Station Program Management Plan, Annex C: Mission Integration and Operations Plan,
- SSP 50650, Program Management Operations Integration Procedures,
- ISS Management Center Operations Handbook (IMCOH) (<http://iss-www.jsc.nasa.gov/nwo/mio/riit/imcoh/web/index.shtml>).

These services shall include: Planning Authorization Letter (PAL), Increment Definition and Requirements Document (IDRD), Current Stage Requirements Document (CSRD), and Post Increment Evaluation Report (PIER) development and maintenance, Increment resources tracking and reporting, Increment engineer integration, console operations support documentation development and maintenance, ISS Program Management Center (IMC) administration, station tactical Increment consumables and resource management in order to plan

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and implement on-orbit operations requirements during each Increment and Stage.

2.1.2 Visiting Vehicle Integration

The contractor shall provide technical services and products for visiting vehicle integration in accordance with:

- SSP 50200-01-ANX C, Section 7.0 Launch Package Management,
- SSP 50200-01-ANX C, Section 11.0 Russian Elements Integration Office,
- SSP 50200-03, SPIP Volume 3, Cargo Analytical Integration,
- SSP 50200-06, SPIP Volume 6, Cargo Physical Processing,
- SSP 50108, Certification of Flight Readiness Process Document for ISS.

Visiting vehicles may include, but are not limited to, the Space Shuttle, United States (U.S.) commercial vehicles, International Partner vehicles, and the Orion Visiting Vehicle. These services include: launch package integration, launch package engineer integration, joint operations requirements development, Visiting Vehicle integration requirements development, launch site integration / de-integration activities, real-time and post-mission services, CoFR process, IP launch vehicle in order to plan and implement requirements for the ISS Visiting Vehicles.

2.1.2.1 International Partner Visiting Vehicle

The contractor shall provide technical services and products for the tactical integration of the Automated Transfer Vehicle (ATV), H-II Transfer Vehicle (HTV), Progress and Soyuz visiting vehicles.

2.1.2.2 U.S. Commercial Visiting Vehicle

The contractor shall provide technical services and products for the tactical integration of U.S. commercial launch vehicles.

2.1.2.3 Space Shuttle Visiting Vehicle

The contractor shall provide technical services and products for the tactical integration of the Space Shuttle.

2.1.3 Cargo Planning

In order to plan the cargo requirements for the ISS, the contractor shall provide technical services and products to implement ISS Cargo Planning including manifest planning and execution, the Inventory Management System, on-orbit stowage management, and on-orbit consumables in accordance with:

- SSP 50200-01-ANX C, Section 8.0 Cargo Integration Office,

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- SSP 50200-01-ANX C, Section 9.0 Cargo Planning Office,
- SSP 50200-03, SPIP Volume 3, Cargo Analytical Integration,
- SSP 50200-06, SPIP Volume 6, Cargo Physical Processing.

2.1.3.1 Manifest

The contractor shall provide technical services and products to enable flight-specific and tactical/increment manifest planning and execution. The contractor shall maintain ISS manifest processes, develop manifests, and perform integration across flights for 18 months horizon consistent with the SSP 54100, Increment Definition and Requirements Document (IDRD) Flight Program, in accordance with the processes defined in SSP 50200-02, Section 5.0. The contractor shall coordinate collection and review of Hazard/Toxicology data. The contractor shall provide technical services and products to implement waste management planning in accordance with SSP 50481, Management Plan for Waste Collection and Disposal.

2.1.3.2 Inventory Management System (IMS)

The contractor shall coordinate IMS requirements and resolution of user issues across the program including IMS software, hardware and data collection in accordance with SSP 50007, Inventory Management System Requirements. The contractor shall provide services and products for the integration and implementation of Next Gen capability with the IMS.

2.1.3.3 On-Orbit Stowage

The contractor shall manage on-orbit stowage requirements, internal stowage capabilities and configuration, and tactical internal & external volume configuration in accordance with SSP 50621, Generic On-Orbit Stowage Capabilities and Requirements: Pressurized Volume.

2.1.3.4 On-Orbit Consumables

The contractor shall integrate and coordinate on-orbit consumables in accordance with SSP 50261-01. The contractor shall manage for crew provisioning supplies and housekeeping supplies.

2.1.3.5 Mission Integration Database Application System (MIDAS) Sustaining

The contractor shall sustain the Mission Integration Database Application System (MIDAS). Any modifications shall be sustained employing a methodology which demonstrates consistency with the Software Engineering Institute (SEI) Level 3 Capability Maturity Model (CMM), or other comparable industry standard. Capability Maturity Model Institute (CMMI) certification is not required.

2.1.4 Mission Integration Activities

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The contractor shall provide services and products to MI&O Teams including: Imagery, ISS Program CoFR, Special Projects and Technology Assessments, ISS Amateur Radio Activity, Bilateral Hardware and Software Exchange Agreements, Lists, and Schedules (BHSEALS), Station Development Test Objectives (SDTOs), and Web Page Services.

2.1.4.1 Imagery

The contractor shall perform ISS Imagery program processes as defined in SSP 50200-02, paragraph 5.4. The contractor shall provide pre-flight imagery coordination functions. The contractor shall provide services and products that identify, document and implement on-orbit imagery activities. The contractor shall provide a monthly evaluation of unique ISS imagery requirements, assess the applicability of current or state-of-the-art imagery technology to meet these requirements, and provide subsequent recommendations for upgrades or efficiency improvements to ISS hardware and ground facilities.

2.1.4.2 International Space Station Program CoFR

The contractor shall provide products and services to administer the ISS Program Certification of Flight Readiness process in accordance with SSP 50108.

2.1.4.3 Special Projects and Technology Assessments

The contractor shall plan and execute ISS-related special projects and technology. The contractor shall provide multimedia products for ISS Program-level presentations.

2.1.4.4 ISS Amateur Radio Activity

The contractor shall provide technical services for ISS amateur radio activities.

2.1.4.5 Bilateral Hardware and Software Exchange Agreements, Lists, and Schedules

The contractor shall manage the ISS BHSEALS for the ISS Program Office.

2.1.4.6 Station Development Test Objectives (SDTOs)

The contractor shall provide services and products for the approval process, documentation, execution planning, implementation, results reporting, and archival of SDTOs as per SSP 50448, Station Development Test Objective Catalog.

2.1.4.7 Web Page Services

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The contractor shall update, maintain, and curate web page content for specified MI&O teams and organizations. The contractor shall provide web site administration and post new information to the MIC curated websites. The contractor shall manage web pages in accordance with the NASA JSC policies. Website content shall contain schedules, points of contact, work instructions, products and other team unique content as specified.

2.1.5 On-Orbit Integration Activities

In order to plan and implement on-orbit integration requirements, the contractor shall provide products and services to the Joint Cargo Certification Team and the ISS Plug-In Plan.

2.1.5.1 Joint Cargo Certification Team (JCCT)

The contractor shall provide engineering and administrative products and services for development and implementation of the ISS Program bilateral and multilateral cargo certification process and operation of the JCCT in accordance with SSP 50578, International Space Station Cargo Certification Process, and SSP 50872, Multilateral Cargo Certification Process, which shall be book coordinated by the contractor. The contractor shall provide development of manifest analysis protocols, hardware certification protocols, joint test procedures, technical requirements, data exchange, hardware certificates (including Launch Vehicle and on-orbit), CoFR certificates, and readiness review presentations. The contractor shall provide development and maintenance of yellow tag agreements, yellow tag list, and future program yellow tag requirements and process documents per SSP 50863, Multilateral Yellow Tag Processes, and SSP 50864, NASA Yellow Tag Process. The contractor shall use SSP 50835, ISS Pressurized Volume Hardware Common Interface Requirements Document (CIRD), SSP 50834, ISS Vehicle Program Management Plan, and any related processes documents as the basis for ISS Interface Certification. The contractor shall update JCCT-related data and provide reports using MIDAS.

2.1.5.2 Plug-In Plan

The contractor shall develop and maintain SSP 50627, Generic On-Orbit Plug-in Plan (PIP) Capabilities and Requirements, which provide a recommended approach for connecting portable hardware to the ISS Power/Data Subsystem. These products and services include: the development of pre-flight nominal and contingency plans, and the development and tracking of real-time updates.

2.2 INTERNATIONAL LANGUAGE SERVICES AND LOGISTICS

In order to implement international operations and logistics, the contractor shall provide translation, interpretation, language training, and logistics services required by the ISS Program. The primary location for contractor activity in the U.S. is the JSC. The primary locations for contractor activity in Russia and Kazakhstan include the U.S. Embassy in Moscow; Mission

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Control Center in Korolev; Gagarin Research and Test Cosmonaut Training Center in Star City; Volga Complex in Moscow, launch complex in Baikonur, Kazakhstan, landing sites in Kustanai, Arkalyk, Karaganda and Astana Kazakhstan; Russian Federal Space Agency office buildings in Moscow; the Institute of Bio-Medical Problems (IBMP), and Russian Federal Space Agency contractor facilities (Rocket Space Corporation–Energia (RSC-E), Khrunichev, Zvezda etc). Without additional cost to the U.S. Government, the contractor shall obtain all permits, licenses, and appointments required for the prosecution of work under this contract. The contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws.

2.2.1 Language Services

The contractor shall provide translation, interpretation, and language training for the ISS Program in order to implement program activities with the ISS International Partners. Language services using the other languages of the ISS Program shall be provided at the direction of the Contracting Officer or designated appointee.

2.2.1.1 Translation

The contractor shall perform translation services including: standard translations, real-time translations, quick turnaround translations, continuous support translations, and safety and mission critical translations.

2.2.1.2 Interpretation

The contractor shall perform interpretation services including: consecutive interpretation, simultaneous interpretation, continuous support interpretation and safety and mission critical interpretation. All interpreters under this contract shall have, as a minimum, Foreign Service National (FSN) 210-8, Translator Series Embassy, standard skill level. Where appropriate and approved by NASA, the contractor shall use local interpreters to support activities in Kazakhstan.

2.2.1.3 Language Training

The contractor shall develop and deliver Russian and English language lesson plans and training curricula, to effectively train and prepare personnel for ISS flight, operations, maintenance/sustaining engineering, and Research and Development (R&D) as described in DRD MIC-II-01, Language Training Curricula for NASA/JSC Civil Servants, and DRD MIC-II-02, Language Training for Crew Members and Curricula for NASA/JSC Contractor Programs. The contractor shall provide language training for astronauts and other personnel in Houston and Russia. The contractor shall provide Russian and English as a Second Language (ESL) training primarily at JSC. Russian language training shall also be provided at the Volga apartments and NASA offices in Moscow, at the TsUP in Korolev, and at Star City as described in DRD MIC-II-04,

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Language Program Plan for Integration with Colleagues in Russia. The contractor shall provide clerical and administrative services to the JSC Language Education Center (JLEC) for center wide and crew member language training. Language training for the other languages for International Partnership shall be provided at the direction of the Contracting Officer (CO) or designated appointee. One teaching unit equals one hour of language training.

2.2.2 Russian Logistics

The contractor shall provide Russian logistics in the areas of transportation services, meeting services requiring language services and logistics, travel services, and other related services in order to implement ISS Operations in Russia. The contractor shall provide online tools in support of these efforts, as approved by NASA via task order.

2.2.2.1 Transportation Services

The contractor shall provide ground transportation for U.S. and Russian personnel as required including weekends, evenings, and holidays. The contractor shall also pick up, receive, and deliver documents for conducting ISS business as approved by the Contracting Officer's Technical Representative (COTR) or designee. Transportation services shall be provided on time and in a manner that ensures the safety of the passengers. One driving hour equals one transportation unit.

- a) Nominal transportation shall include: airport pickup and drop-off transportation for U.S. travelers in Russia, long-term U.S. representatives in Russia, and Russian travelers in the U.S. The contractor shall also provide transportation between hotels and meeting locations for U.S. travelers in Russia and for Russian travelers in the U.S. The contractor shall provide transportation of IP personnel at NASA direction. The contractor shall provide a daily report on airport transportation arrivals and departures.
- b) The contractor shall provide ground transportation for Government furnished vehicles in the Moscow region. Drivers for Human Space Flight Program – Russia (HSFP-R) shall have U. S. Embassy access clearances and, when required, approval for access to facilities to Star City. The contractor shall be responsible for scheduling maintenance and repairs for these vehicles.
- c) During Soyuz launch and landing operations, the contractor shall provide transportation to IP guests at NASA direction.

2.2.2.2 Meetings Requiring Language Services and Logistics

The contractor shall coordinate meeting schedules, prepare agendas, protocols and notes and distribute meeting information as specified in the Meeting Support Request Form (MSRF) (Section C, Addendum 4, Forms).

MISSION INTEGRATION CONTRACT**2.2.2.3 Travel Services**

The contractor shall coordinate select official travel as directed by COTR or designee. The contractor shall provide services in obtaining U.S., Russian, and Kazakhstan visas and others as required.

The contractor shall curate and sustain the International Travel Database website. Upon NASA approval by task order, the contractor shall design, develop, implement, and maintain an online tool to automate aspects of travel scheduling and reporting.

2.2.2.4 Other Related Services

The contractor shall provide liaison and administrative services, Astronaut Office services, Mission Operations Directorate (MOD) International Operations Liaison Office services, Russian translation coordination services, ISS Program International Integration Office services, ISS Integration technical advisory services, Moscow and Star City shipping coordinator services and Housing. The contractor shall maintain the capability, primarily in Russia, to procure miscellaneous materials or services as required by NASA including but not limited to the types of business and office related materials that are required for conducting normal course of business in Russia.

In Star City and Moscow, the contractor shall manage the maintenance of housing facilities occupied by NASA travelers.

The contractor shall be responsible for maintaining the HSFP-R in country property and excessing NASA hardware using the U.S. Embassy Moscow excess process. The contractor shall deliver a yearly audit of all NASA hardware in Russia that is not the responsibility of NASA Integrated Services Network (NISN).

2.3 Russian Segment Services

The contractor shall serve as a liaison between the U.S. and Russian management and flight control teams in order to improve the efficiency and overall conduct of real-time and simulated U.S.-Russian space station operations.

The contractor shall also maintain the current hardware and software configuration for the processing of Russian Segment commands and Russian Segment telemetry (including Russian visiting vehicles) in the Moscow Support Room in Mission Control Center (MCC)-Houston.

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SECTION C – LIST OF ADDENDUMS

ADDENDUM 1	KEY TERMS	C-A1-1
ADDENDUM 2	STATEMENT OF WORK TO PROGRAM WORK BREAKDOWN STRUCTURE MAP	C-A2-1
ADDENDUM 3	MEETING SUPPORT REQUIREMENTS	C-A3-1
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ADDENDUM 1: KEY TERMS**ASSOCIATE CONTRACTOR AGREEMENTS**

Contractual requirement which establishes the intent of the ISS contractors to work together to address interdependencies and establish a proactive contract community.

AUTHORIZED SOURCES

Sources that contain data or information that has been approved by the appropriate NASA program boards, panels, or management level.

AUTOMATED TRANSFER VEHICLE (ATV)

The European Space Agency (ESA) visiting vehicle. The 45 cubic meter pressurized module can deliver up to 7.7 tons of equipment, fuel, food, water and air for the ISS crew, and it will also be used to raise the ISS altitude. After 6 months, ATV, loaded with 6.4 tons of waste, separates from the ISS and burns up during a guided and controlled re-entry high over the Pacific Ocean.

BALANCE OF CONTRIBUTION (BoC) DATA

Data that tracks the NASA and Federal Space Agency (Roscosmos) separate contributions to and from the International Space Station. This includes hardware launch and return mass on every launch vehicle, waste, propellant, gas and water. This data assists both sides in comparing actuals vs. previously agreed upon contribution as set forth in the Balance Agreement and various addendum.

BOOK COORDINATE

As defined in SSP 50172, Data Management Handbook.

CARGO ELEMENT

A flight element that has physical and/or functional interfaces to the Launch Vehicle.

CHIT

Ground Processing Chits document changes at JSC and Kennedy Space Center (KSC) for ground processing requirements and Mission Action Request Chits document real-time operation action requests.

COMMERCIAL ORBITAL TRANSPORTATION SERVICES (COTS)

Managed by NASA's Commercial Crew and Cargo Program (C3PO). The partnership agreements to enable the creation of new, cost-effective commercial space transportation systems and demonstrate capabilities to provide cost-effective transportation services to orbit for cargo and, eventually, crew. The COTS partners have maximum latitude to freely innovate and optimize their launch vehicle and spacecraft designs and operations.

COMMERCIAL RESUPPLY SERVICES (CRS)

Contract managed by the NASA's ISS Program Office. CRS will fulfill NASA's need to procure cargo delivery services to the International Space Station using a U.S. commercial

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carrier after the retirement of the Space Shuttle.

COMMON SYSTEMS OPERATIONS COSTS (CSOC) DATA

This data assists partners in comparing the actuals vs. previously agreed upon contributing as set forth in the Space Station Agreement.

CONSECUTIVE INTERPRETATION

The speaker pauses and waits for the interpreter to interpret. This type of interpreting is what is normally used for face-to-face meetings.

CONSUMABLES

Key life support elements tracked by the MI&O team to ensure adequate supplies on the ISS to sustain the ISS crewmembers during nominal operations and adequate supplies in reserve in the event of a launch slip.

CONTINUOUS SUPPORT

Mission Control Center activities in which the contractor is required for the duration of an event (e.g. Extravehicular Activity [EVA]) as opposed to a specified period of time.

CONTROL BOARD

A management forum which establishes and controls changes to the programmatic baseline and associated documentation and provides a forum for resolving related technical and schedule issues. The specific board scope, responsibilities, authority and membership are defined in the charter.

CONTROL PANEL

A subordinate forum to a parent control board with delegated responsibility and control as defined in the charter.

COORDINATE

To route and track an ISS Program Office product to offices or international partners for concurrence and/or comments.

CREW EXPLORATION VEHICLE (CEV)

The CEV, also known as Orion, is America's new spacecraft for human space exploration. It will be able to ferry crews of three astronauts (plus additional cargo) to and from the International Space Station, but has the capability to carry as many as six crew members.

CURATOR

The person responsible for publishing and maintaining the information on a web home page.

CURRENT STAGE REQUIREMENTS DOCUMENT

Prioritizes real-time stage requirements beginning with the post SORR IDRD, incorporates any modifications from real-time chits, and shows execution of requirements. This data is used in the real-time planning of crew activities and the development of the PIER.

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DOCUMENT MANAGEMENT

A function that provides for developing new documents or updates to existing documents including integrating inputs from technical experts, coordinating updates between submitters and reviewers, documenting resolutions, and maintaining the technical consistency of the document. In accordance with SSP 50172 tasks also include updating the document using CRs per the agreed upon schedule in the SSP 50489, ISS Mission Integration Template (MIT) (or NASA approved schedule for items not covered by the MIT), interfacing with CM and DQA, coordinating inputs and tracking communications from the partners regarding the documents and includes development of Notification of Document Changes (NDCs) for documents that affect Rocket Space Corporation – Energia (RSC-E), and coordinating translations. Also included are coordinating and conducting Technical Coordination Meetings (TCMs), production and distribution of minutes and actions, tracking closures, and developing and making presentations to the MIOCB as required for CR and document approvals.

ENGINEERING RELEASE UNIT (ERU)

A position within CM/DM that track, control, and release configuration managed drawings and documents. ERU provides a controlled archival system for all reproduced drawings and documents, including the maintenance of engineering release records.

FLIGHT DATA FILE (FDF)

Procedures used by Shuttle crew members to perform on-orbit tasks. A complete set of books is produced for each mission that contains generic and flight-unique procedures for nominal and contingency operations.

H-II TRANSFER VEHICLE (HTV)

This is Japan's transfer vehicle. The HTV is an unmanned orbital carrier, designed to deliver up to six tons of goods to the ISS in orbit at an altitude of about 400 kilometers and return with spent equipment, used clothing, and other waste materials on the return trip. These waste materials will be incinerated when HTV makes a re-entry into the atmosphere.

INCREMENT DEFINITION AND REQUIREMENTS DOCUMENT (IDRD) BLANK BOOK (BB)

SSP 54004, The IDRD BB, is a multilateral document which defines the formats for the IDRD with explanations of the contents of each section.

INCREMENT DEFINITION AND REQUIREMENTS DOCUMENT (IDRD) FLIGHT PROGRAM (FP)

SSP 54100, IDRD FP, is a multilateral document that defines ISS Program tactical flight assignments and establishes the flight characteristics and definition for near-term flights to provide a single consistent source for planning. The IDRD FP specifies launch, dock and undock dates; crew size; crew rotation; mission, increment and docked durations; and a high

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level manifest summary for near-term flights. The IDRDP FP also provides the ISS port utilization plan and ISS flight definition history.

IMMERSION TRAINING

Immersion training requires students to live and breathe the language of study in the country in which that language is spoken, providing maximum language exposure in a minimum amount of time.

INCREMENT

An Increment is a specific time period on the ISS which combines different operations such as assembly, scientific research, maintenance and other ISS system and utilization operations. The duration of an Increment is the time period from the undocking of a Soyuz to the undocking of the next Soyuz and can support one or more stages.

INCREMENT DEFINITION REQUIREMENTS DOCUMENT (IDRD)

Documentation of ISS Program requirements for the flights and increments within an increment. These include the launch dates, traffic plans, top-level manifest, resource allocations, and specific flight/increment requirements and priorities.

INFORMATION TECHNOLOGY

Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information that is used by ISS Program. IT includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources.

INTEGRATE

To take submitted inputs, reconcile inputs then generate a single product for management approval.

INTERNAL VOLUME CONFIGURATION (IVC)

The integrated internal configuration of the ISS including installed, deployed and stowed hardware and materials.

INTERNATIONAL PARTNER/PARTICIPANT

Those non-U.S. space agencies that formally participate in the ISS. The International Partners are the Canadian Space Agency (CSA), ESA, Japan Space Exploration Agency (JAXA), and the Roscosmos. Agenzia Spaziale Italiana (ASI) (Italian Space Agency) is an International Participant.

INTERPRETER

Someone that interprets conversation – Oral, not written

ISS PROGRAM MANAGEMENT CENTER (IMC)

A program facility in the MCC to support real-time ISS operations that is staffed and operated by program personnel.

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LAUNCH PACKAGE

Full complement of ISS hardware and software delivered or returned on a flight to the ISS.

MANAGEMENT INFORMATION SYSTEM (MIS)

A computerized information-processing system designed to keep ISS Program and other personnel apprised of the most current ISS technical, financial, workforce, schedule and operational information, including issues and risks. MIS links ISS core business issues and goals with the technical aspect of the Program.

MISSION INTEGRATION DATABASE APPLICATIONS SYSTEM (MIDAS)

MIDAS is an ORACLE Database system hosted at JSC. MIDAS contains a collection of applications and associated data used to support various areas within ISS

MISSION INTEGRATION AND OPERATIONS CONTROL BOARD (MIOCB)

The MIOCB is the board responsible for Mission Integration and Operations products and processes for the ISS. The board meets in a unilateral mode.

MISSION INTEGRATION PLAN (SHUTTLE)

ISS Program/Space Shuttle Program joint document that captures the interprogram requirements and constraints for Shuttle operations support to ISS increment operations including ascent and descent, flight requirements for ISS Cargo Elements (CEs), and joint operations while the Shuttle is attached to the ISS.

MULTILATERAL MISSION INTEGRATION AND OPERATIONS CONTROL BOARD (MMIOCB)

The MMIOCB is the board responsible for Mission Integration and Operations products and processes for the ISS. The board may meet in a bilateral or multi-lateral mode.

NOTIFICATION OF DOCUMENT CHANGE (NDC)

Process developed specifically for Russia to enable documentation updates to proceed with interim approval from the contractor while formal Roscosmos approval is pending. Form used when processing document changes with RSC-E with details all from/to changes. This process is documented in SSP 50123.

ORAL PROFICIENCY INTERVIEW (OPI)

The official rating that NASA use to indicate a crew's language proficiency level.

PAYLOAD

If not otherwise modified, "payload" in this document refers to an ISS Program scientific or technology payload. Also referred to as utilization or experiment.

POST INCREMENT EVALUATION REPORT (PIER)

The PIER is a multilateral document which reports the accomplishments of increment objectives, allocations, and requirements. It shows the comparison of planned versus actual data.

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PHASE-IN PERIOD

95 day period prior to contract start date.

PLANNING AUTHORIZATION LETTER (PAL)

Official program directive to the executing organization for planning of increments prior to release of the formal Increment Definition Requirement Document (IDRD).

PROTOCOL

Documents the outcome and agreement from a Technical Interchange Meeting (TIM) between NASA and an International Partner.

RUSSIAN SEGMENT SUPPORT TEAM

A group of Russian flight control team specialists which are located at Mission Control Center - Houston (MCC-H) which serves as a Russian liaison for ISS Program, Flight Control Team and Training personnel. The RSST is comprised of two elements which are the Moscow Support Group (MSG) and the Russian Simulation Execution Team (RSET). The MSG provides liaison services during real-time ISS flight operations. The RSET provides simulation support during pre-flight training exercises in which the team role-plays the Russian flight control team and inserts Russian Segment failures into the simulations.

SEGMENT

A grouping of elements that are functionally related and often physically interface (e.g., U.S. On-Orbit Segment or U.S. Ground Segment).

SIMULTANEOUS INTERPRETATION

The interpreter sits in a separate room and interprets without the speaker pausing. Special simultaneous equipment is required for this type of interpreting as well as special configuration of the meeting room. Simultaneous is mainly used during multilateral meetings or very high-level management meetings. This mode requires multiple interpreters to provide shift relief for this intense task and also cover lengthy meetings (potential 8-10 hours).

STAGE

A stage is a designated period defined by the ISS Program that begins and ends with a major activity on the ISS and is used for requirement documentation and planning purposes.

STATION OPERATIONAL DATA FILE (SODF)

Procedures used by ISS crew members to perform on-orbit tasks in the United States On-Orbit Segment (USOS) and across segments. A complete set of books is produced for each mission that contains generic and increment unique procedures for nominal and contingency operations. These books are contained in an electronic library on ISS. A subset of these procedures is also provided in hardcopy.

STOWAGE INTEGRATION

Stowage Integration is defined as the engineering tasks required to determine appropriate launch, return or on-orbit stowage configurations required to ensure the safety and operability of the hardware that meets the defined carrier, vehicle and cargo's requirements.

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STRATEGIC

Long term planning that generally transitions to the tactical timeframe.

TACTICAL

A period of time from approximately 18 months prior to the launch or increment start in real-time operations.

TECHNICAL INTEGRATOR

Function used in the Increment Management Team to support book managers in processing documents providing coordination with CM DQA, and supporting IDRD and PIER development. Senior administrative assistant.

TECHNICAL INTERCHANGE MEETING (TIM)

Meetings between two or more ISS Program technical teams to exchange information, develop processes, and work issues.

TRANSLATOR

Someone that translates documents – Written, not Oral.

VEHICLE

The Vehicle includes the whole, integrated, on-orbit station (including hardware and software) as it exists today and the future station configuration as it evolves to the Assembly Complete (AC) configuration. The vehicle configuration is defined by the particular point in time under assessment or discussion.

VISITING VEHICLE

Visiting Vehicles are defined as Shuttle, Soyuz, Progress, ATV, HTV, Commercial Orbital Transportation Service (COTS), Commercial Re-Supply Services (CRS), Orion and Crew Exploration Vehicle (CEV) transport vehicles that dock, berth or are grappled to/by the ISS.

YELLOW TAG

Visual notification to the ISS crew that there are constraints associated with the operation of the tagged item.

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**ADDENDUM 2 - STATEMENT OF WORK TO PROGRAM
WORK BREAKDOWN STRUCTURE**

Contract SOW	PWBS	Title
1.1	1.1	PROGRAM MANAGEMENT
1.1.1	1.1.1	Program Management and Administration
1.1.1.1	1.1.1	
1.1.1.2	1.1.1	
1.1.1.3	1.1.1, 1.5.2.5	Export Management
1.1.1.4	1.1.1	Contract Close-Out Plan
1.1.2		Planning and Review (IMR, MIS)
1.1.3	6.1	ISO/Quality Management Support
1.1.4	6.1, 6.3	Mission Assurance and Risk Management Plan
1.1.5	6.1	Audit/Surveillance
1.1.5.1	6.1	Mishap Investigating and Reporting
1.1.6	6.1	Safety and Health
1.2	1.2	PROGRAM PLANNING AND CONTROL
1.2.1	1.2.3	Resource Management
1.2.1.1 - 1.2.1.3	1.2.3	
1.2.2	1.3	Configuration Management/Data Management and Integration
1.2.2.1	1.3.1	Configuration Management
1.2.2.2	1.3.1.1	Management and Administration
1.2.2.3	1.3.1.3	Configuration Control/Change Management
1.2.2.4	1.3.1.4	Data Management and Integration
1.2.2.5	1.3.2	Program Data Integration
1.2.3	1.4	Program Information Technology (IT)
1.3		MISSION INTEGRATION SERVICES
1.3.1	4.1.2.7	Meeting Services
1.3.2	4.1.2.7	MI&O CM Receipt Desk
1.3.3	4.1.2.7	Flight Rule Coordination
1.3.4	4.1.2.7	MI&O CoFR Services
1.3.5	4.1.2.7	Book Coordination
1.3.6	4.1.2.7	Mission Integration Scheduling
1.3.7	4.1.2.3	MIDAS Services
1.3.7.1	4.1.2.3	MIDAS System Administration/User
1.3.7.2	4.1.2.3	Parts Data Maintenance
2.1	4.1.2	MISSION INTEGRATION
2.1.1	4.1.2	Mission Requirements and Planning
2.1.1.1		Multi-Increment
2.1.1.1.1	4.1.2.1.1	GGR&C
2.1.1.1.2	4.1.2.1.1	Flight Station Tactical Resource Management
2.1.1.1.3		Post Mission Debrief Process
2.1.1.1.4	4.1.2.1.1	Increment Manifest Integration
2.1.1.2	4.1.2.1	Increment/Stage Integration
2.1.1.2.1	4.1.2.1.1	PAL, IDRD and CSRD Documentation

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2.1.1.2.2	4.1.2.1.2	Increment Resources Tracking and Reporting
2.1.1.2.3	4.1.2.1.1	Increment Engineer Integration
2.1.1.2.4	4.1.2.1.1	Console Operations Support Documentation
2.1.1.2.5	4.1.2.1.2	IMC Administration
Contract WBS	PWBS	Title
2.1.1.2.6	4.1.2.1.1	Station Tactical Increment Consumables and Resource Management
2.1.2	4.1.2.2	Visiting Vehicle Integration
2.1.2.1	4.1.2.2	International Partner Visiting Vehicle
2.1.2.2		U.S. Commercial Visiting Vehicle
2.1.2.3	4.1.2.2	Space Shuttle Visiting Vehicle
2.1.3		Cargo Planning
2.1.3.1	4.1.2.3	Manifest
2.1.3.1.1	4.1.2.3	Manifest Process
2.1.3.1.2	4.1.2.3	Flight Specific Manifests
2.1.3.1.3	4.1.2.3	Haz/Tox Data Collection
2.1.3.1.4	4.1.2.3	Waste Management
2.1.3.2	4.1.2.4	Inventory Management System
2.1.3.3	4.1.2.9	On-Orbit Stowage
2.1.3.4		On-Orbit Consumables
2.1.3.4.1	4.1.2.5	Crew Provisioning Management
2.1.3.4.2	4.1.2.5	Housekeeping Integration
2.1.3.5	4.1.2.3	MIDAS Sustaining
2.1.4		Mission Integration Activities
2.1.4.1	4.1.2.6	Imagery
2.1.4.2	4.1.2.1.1	ISS Program CoFR
2.1.4.3		Special Projects and Technology Assessments
2.1.4.4	1.5.4	ISS Amateur Radio Activity
2.1.4.5	1.5.4	Bilateral Hardware and Software Exchange Agreements, Lists, and Schedules (BHSEALS)
2.1.4.6	4.1.2.1.1	Station Development Test Objectives (SDTOs)
2.1.4.7	4.1.2.7	Web Page Services
2.1.5		On-Orbit Integration Activities
2.1.5.1	1.5.4	Joint Cargo Certification Team (JCCT)
2.1.5.2	1.5.4	Plug-in Plan
2.2	1.5.2.4.1	INTERNATIONAL LANGUAGE SERVICES AND LOGISTICS
2.2.1	1.5.2.4.1	Language Services
2.2.1.1	1.5.2.4.1	Translation
2.2.1.2	1.5.2.4.1	Interpretation
2.2.1.3	1.5.2.4.1	Language Training
2.2.2	1.5.2.4.1	Russian Logistics
2.2.2.1	1.5.2.4.1	Transportation Services
2.2.2.2	1.5.2.4.1	Meetings Requiring Language Services and Logistics
2.2.2.3	1.5.2.4.1	Travel Services
2.2.2.4		Other Related Services
2.2.2.4.1	1.5.2.4.1	Liaison and Administration Services
2.2.2.4.2	1.5.2.4.1	Astronaut Office Services

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2.2.2.4.3	1.5.2.4.1	MOD International Operations Liaison Office Services
2.2.2.4.4	1.5.2.4.1	Russian Translation Coordination Services
2.2.2.4.5	1.5.2.4.1	ISS Program International Integration Office Services
2.2.2.4.6	1.5.2.4.1	ISS Integration Technical Advisor Services
2.2.2.4.7	1.5.4	Moscow Shipping Coordinator Services
2.2.2.4.8	1.5.2.4.1	Housing
2.3		RUSSIAN SEGMENT SERVICES

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ADDENDUM 3
Administrative Meeting Support Requirements

Meeting Name	Frequency	Schedule Telecon or Meeting (Conf. Room, Telecon, Materials)	Prepare & Send Agendas & Minutes	Maintain POC List, Distribution Lists, and Team calendars Distribute Team Information	Maintain Action Item Lists/ Database	Post Team Information to Team/Office Website	Collect and Prepare Meeting Material, Real- Time Meeting Support	Badging/ Escort Assistance For IPs, Interpreter Request
Requirements Integration Panel (RIP) Include participation in Pre-RIP tag up and Post RIP tag up	Weekly	x	x	x	x	x	x	
Increment Management Team Meetings IOR is considered to be one of the IM Team meetings	If within 1 year weekly otherwise twice/month	x	x	x	x	x	x	
Flight Program WG	Weekly	x	x	x	x	x	x	
Crew Time Working Group	Bi-Weekly	x	x	x	x	x		
IDRD Videocon with Russians	Weekly	x	X (Agenda only)					
Manifest WG Additional Tasks	Weekly	x	x Input MWG Status of MR's to MIDAS	x	x	x	x Materials required from MIDAS	
Russian MWG Telecon	Weekly	x	x	x	x	x	x	
Crew Provisioning WG	Bi-Weekly	x	x	x	x	x	x	
Imagery WG	Monthly	x	x	x	x	x	x	
Multi-Lateral	Yearly Face-to- Face at JSC	x	x	x	x	x	x	

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Meeting Name	Frequency	Schedule Telecon or Meeting (Conf. Room, Telecon, Materials)	Prepare & Send Agendas & Minutes	Maintain POC List, Distribution Lists, and Team calendars Distribute Team Information	Maintain Action Item Lists/ Database	Post Team Information to Team/Office Website	Collect and Prepare Meeting Material, Real-Time Meeting Support	Badging/ Escort Assistance For IPs, Interpreter Request
Quarterly Bi-lateral IWG Telecon	Quarterly	X	X	X	X	X	X	
Russians	Quarterly	X	X	X	X	X	X	
JAXA	Quarterly	x	x	x	x	x	x	
ESA	Quarterly							
Bi-Lateral Stowage Integration WG	Biweekly							
Russians	Biweekly	X	X	X	X	X		X
JAXA	Biweekly	X	X	X	X	X		X
ESA	Biweekly	x	x	x	x	x		x
Russian Vehicles LPM Telecon	Weekly	X	x	x	x	x		x
Cargo Integration Russian Telecon	Weekly	X	x	x	x	x		
ATV Cargo Integration Team	Monthly	x	x	x	x	x	x	
HTV Cargo Integration Team	Monthly	x	x	x	x	x	x	
CRS Cargo Integration Team	Monthly	x	x	x	x	x		
Bilateral Inventory Management System WG (BIMSWG)	Quarterly	x	x	x	x			x
Trash/Waste Integration Group	Biweekly	x	x	x	x	x	x	
TWIG JAXA	Biweekly	x	x	x	x	x	x	
TWIG Russia	Biweekly	x	x	x	x	x	x	
MITT	Twice Monthly – 1 st & 3 rd Thurs	X	x (agenda only)	x		X		
RIP EVA Splinter	Monthly	x	X (agenda only)	x	x	x		

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Mission Integration Contract Russian Services Meeting Support Request Form (MSRF)

Please complete the form below giving as much detail as possible

Every meeting is unique in the way that it is organized, setup, and handled. These and other various factors will determine what support would be best suited for your meeting. Information listed below will help you determine what type of support best fits your meeting support needs.

Definition of an Interpreter – Someone that interprets conversation – Oral, not written

Definition of Consecutive Interpretation – The speaker pauses and waits for the interpreter to interpret. This type of interpreting is what is normally used for face-to-face meetings such as a mini-TIM.

Definition of Simultaneous Interpretation – The interpreter sits in a separate room and interprets without the speaker pausing. Special simultaneous equipment is required for this type of interpreting as well as special configuration of the meeting room. Simultaneous is mainly used during multilateral meetings or very high-level management meetings. This mode requires multiple interpreters to provide shift relief for this intense task and also cover lengthy meetings (potential 8-10 hours).

Definition of a Translator – Someone that translate documents – Written, not Oral. If you feel that a translator is necessary to be present at the meeting location please give reasons – as much detail as possible – and indicate whether you will require translation into English only, into Russian only, or both. **To have a translator at a meeting requires NASA Management / MIC COTR or designee approval.**

MIC Logistics Coordination Support at a Meeting – This support is mainly used when there are a large number of participants and/or a large number of splinter groups and/or a large number of documents to be translated during a meeting. **To have a logistics coordinator at a meeting requires NASA Management / MIC COTR or designee approval.**

Conference Rooms – After work hour conference rooms are used when there are several groups meeting in Moscow so that they can have a place at the end of the work day at the hotel to tag up. This is normally only done for high-level management meetings such as GDR, JPR, etc. **To have a remote conference room reserved requires NASA Management / MIC COTR or designee approval.**

Please include a copy of the agenda for your meeting (**mandatory**) along with any presentations that will be given, documents to be discussed, or other reference material that would be helpful for the interpreters to study prior to your meetings. Providing such materials in advance will allow the interpreter(s) to be better acquainted with the subject matter and terminology, and as a result will improve the quality of support you can expect at your meeting. In addition, please make a copy for the interpreter(s) when distributing any materials during the meeting itself.

Mission Integration Contract Russian Services Meeting Support Request Form (MSRF)

Please complete the form below giving as much detail as possible

Name of Meeting – Description of work / task (provide as much detail as possible)	
Will there be any Export Control topics discussed at the meeting?	No
Meeting Dates	
Meeting Location (Country, city, work site, building #, room #, etc.)	
Phone number at the meeting location	
Meeting start time	
Lunch break (give start time & end time)	
Meeting end time	
Trip / Meeting Lead	
Trip / Meeting Lead's work phone #	
Trip / Meeting Lead's work fax #	
Trip / Meeting Lead's pager #	
Trip / Meeting Lead's cell phone #	
Trip / Meeting Lead's home #	
NASA Letter of Invitation / Trip #	
Suggested number of Interpreters	
What type of interpretation will be needed? (Simultaneous or Consecutive)	N/A
Suggested number of Translators	
Justification if Translators are requested (Mandatory for approval)	
Will you require a logistics person at your meeting? (Requires NASA mgmt/MIC COTR or designee approval)	No
Will you require MIC to reserve a conference room?	No
If so, how many people should the room be able to accommodate?	

Mission Integration Contract Russian Services Meeting Support Request Form (MSRF)

Please complete the form below giving as much detail as possible

What days will you need the conference room?	
What time will you need the conference room? (Please give start and end times)	
Do you have a weekly standing telecon that needs to be canceled during the dates of your meeting?	No
Will you require MIC to provide transportation?	Yes
If so, how many people will transportation be needed for?	
What time will you require pick up in the morning to go to the meeting?	
Will you require MIC transportation during lunch?	No
If so, what time will we need to pick up the group for lunch? (Requires NASA mgmt/MIC COTR or designee approval)	
What time will we need to have the group back to work after lunch?	
What time will we need to pick up the group at the end of the day to take them back to the hotel?	
For meetings at NASA/JSC only The MIC will automatically request Buildings 1, 4N, 4S, & 9. Please indicate any other buildings that you will require the Russian Delegation to be badged for.	

If you have any additional comments and or instructions please list them here:

Mission Integration Contract Russian Services Service Evaluation Form (SEF)

Date: _____

Event: _____

WBS Number: _____

Type of Work: _____

Document: _____

MIC Representative: _____

Evaluator: _____

**Deliver to NASA
COTR or Designee:** _____

Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory ☐

Excellent - Of exceptional merit, exemplary performance in a timely, efficient, and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.

Very Good - Very effective performance, fully responsive to contract requirements accomplished in a timely, efficient, and economical manner for the most part. Only minor deficiencies.

Good - Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.

Satisfactory - Meets or slightly exceeds minimum acceptable standards; adequate results. Reportable deficiencies with identifiable, but not substantial, effects on overall performance.

Unsatisfactory - Does not meet minimum acceptable contract standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas that adversely affect overall performance.

Comments: _____

Mission Integration Contract Russian Services Translation Request Form (TRF)

Request for Written Translation:

Requestor's name, phone, & mail code _____

Author's name, phone, & mail code
(if different from above) _____

Title of Document: _____

Number of Pages in Document: _____

Translation Required by (date & time): _____

Is Due Date Flexible? ☐ Yes ☐ No If No, Provide Justification _____

Additional Details: _____

Additional Distribution Instructions: _____

* Documents are returned electronically in the current Office suite supported by NASA to the requestor, author, Lisa Gurgos, Supricia Franklin-Williams, and Tamor Smith. You may list additional recipients in the "additional distribution instructions" section above.

Check One: ☐ Russian to English☐ *English to Russian (*Requires NASA mgmt approval)**Check One:** ☐ New☐ Rework SS# _____**Check, if applicable:**☐ CONFIDENTIAL☐ Export Controlled☐ Safety/Mission Critical☐ **Special Processing Required (for English to Russian translation only)****Rationale/Justification****Management Approval****NASA Office Use Only**

Date/Time NASA Received: _____

Date/Time Sent to MIC Contractor: _____

Expected Completion Date: _____

Priority Established: _____

Date/Time Received from MIC Contractor: _____

ARRIVAL NOTIFICATION FORM (ANF)
ANF (Rev. F – 8/1/00)

Travelers must complete and fax a copy of the "Arrival Notification Form (ANF)" and include a copy of his or her trip itinerary to the Mission Integration Contract Russian Services Contractor at _____. This information is essential in order to ensure safety of travelers and ground transportation requirements while in Russia. In the event travel plans are changed or delayed, it is imperative travelers contact the Mission Integration Contract Russian Services Contractor immediately at _____ or after hours at _____.

Last Name, First Name	Company	U.S. Citizen?	Hotel

Visa Information:

It is absolutely mandatory that this section be completed with accurate visa and travel date information.

Trip # from Letter of Invite (LOI)	Visa Beginning and Ending Dates	Actual Travel Dates (arrival & departure dates in Moscow)	Type of Visa (Single, Dual, MEV)

This office is required to have both evening and daytime contact information.
Please be as complete as possible:

- Hotel/Evening Phone #:

- Daytime Work Locations and Phone Numbers (where you can be located during the day while you are in Russia):

- U.S. Point-of-contact & Office Phone Number (should be someone that can be contacted in the U.S. while you are in Russia, such as a secretary or travel coordinator):

- Emergency Point of Contact (should be someone that can be contacted after hours in the U.S. while you are in Russia, such as a family member or friend).

Other Information/Special Considerations:

**Mission Integration Contract
Russian Services
Telecon Support Request Form (TSRF)**

Please complete the form below giving as much detail as possible.

TO SCHEDULE A RUSSIAN TELECON:

- Send request to **TBD by noon 2 working days prior** to telecon (example: you should send your request by noon on Monday for a telecon that is to be held on Wednesday)
- Include the following information:
 - ✓ Topic of telecon
 - ✓ Date, time, location
 - ✓ Names of participants – indicating specific Point of Contact
 - ✓ Phone numbers of participants
 - ✓ Note – The contractor can provide assistance in obtaining / assigning RSC-E conference room phone numbers.
 - ✓ MCI support required? (Will TechTrans set up MCI **or** will POC set up MCI **or** is a direct phone line used the day of the telecon). Please specify which option will be used in your telecon request.
 - ✓ Interpreter requirements (interpreter must be in US telecon location **or** interpreter may be remote **or** interpreter must be remote)
- Interpreter Evaluation forms will be sent via e-mail for each telecon
- Once a month a scheduler evaluation form will be sent via e-mail to each POC
- The contractor will fax agendas to RSC-E participants by COB 2 days prior to scheduled telecon.

Mission Integration Contract Russian Services Telecon Support Request Form (TSRF)

Please complete the form below giving as much detail as possible.

Topic of Telecon – Description of work / task (Provide as much detail as possible)		
Will there be any Export Control topics discussed at the meeting? (Response required)	<input type="checkbox"/> No If Yes, please complete the section below.	
Export Controlled Topics ONLY: <u>Classification level and approval of organization export control representative is required prior to the meeting support arrangements*. For organization's ECR: http://www6.jsc.nasa.gov/exportcontrol/export/ECRinfo/ECRlist.xls</u>	<input type="checkbox"/> YES Export Control – Classification _____ ** * Export Control Rep (ECR) Name: _____ Phone Number: _____	
Telecon Date		
Telecon Location (Building #, room #, etc.)		
Telecon start time		
Telecon end time		
Telecon Lead		
Telecon Lead's work phone #		
Interpreter requirements (Must be in US telecon location, Can be remote, Must be remote)		
Operator support required?		
If operator support is required please list names and phone numbers of participants to be connected.	Name	Phone Number

If you have any additional comments and or instructions please list them here:

--

ISS Request for Russian Travel

(May 2009) New TsUP (MCC-M) regulations prohibit bringing in suitcases, duffle bags, briefcases, and backpacks or the like. MTLO suggests any papers, books, drinks or sack lunches should be carried in polyethylene bas (like you get at 7th Continent or Mosmart). Trip leads must request approval to bring in laptops.

Trip Information

Trip Title: _____
 NASA Authorizing Official: _____ Mail Code: _____
 Destination: _____
 Proposed Mtg. Dates: _____ Travel Dates: _____
 Total proposed prime travelers: _____ Priority: _____

U.S. Trip Lead

Name: _____
 NASA Mail Code: _____ Employer: _____
 Phone: _____ Fax: _____
 Pager/Cell: _____ Home: _____

Russian POC

Name: _____
 Organization: _____
 Phone: _____ Fax: _____

Russian POC concurrence? Yes ☐ or No ☐

Give a brief justification for the trip. Must include relevance to ISS Program.
 (Please define acronyms.)

(August 2009) **The ISS Program will no longer be expediting visas. There are no exceptions.**
 Please direct your travelers to plan for at least 10 business days for normal processing of their visas. In the event that the travelers have trips before their intended departure for Moscow, they need to plan for at least 10 business days in between trips (excluding holidays) such that we can void the additional expense. Otherwise, their request will be denied based on Suffredini's direction to reduce these costs.

List of travelers (indicate Primes or Alternates)

[illegible]

Meeting Objectives.

List specific objectives or goals of the meeting. Show how each traveler supports a specific objective.

Subject:	
Meeting Objective(s)	Traveler(s)

Meeting Agenda (optional)

List topics for discussion and other activities such as tours or tests. Describe overall operational concept for meeting (e.g. single session, multiple splinters, etc.)

WORK ORDER FORM (WOF)**To be completed by NASA POC**

Date:

WBS / SR #:

NASA POC Signature: _____

To be completed by Meeting / Trip Lead

Date:

NASA Trip #:

Meeting / Trip Lead:

Phone #:

Fax #:

Cell #:

Support Requirements

Start Date:

End Date:

Meeting Location:

Description of work / task:

Badge for Buildings (at JSC):

of Interpreters suggested:

(Agenda is requested)

Simultaneous:

Consecutive:

(please check one)

of Translators suggested:

(requires management or POC approval)

Please give reasons for translation needs:

Do you need TTI logistics support at your meeting?

Do you need conference rooms?

If so, # of people

Standing Telecon canceled due to meeting?

Transportation Requirements

Is transportation needed?

If so, for how many people?

Other information / Special Requirements / Notes:

SECTION D
Packaging and Marking

MISSION INTEGRATION CONTRACT

SECTION D – PACKAGING AND MARKING**D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
None included by reference		

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
None included by reference		

**D.2 NFS 1852.211-70 PACKAGING, HANDLING, AND TRANSPORTATION
(SEPT 2005)**

- (a) The contractor shall comply with NASA Procedural Requirements (NPR) 6000.1, Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components, as may be supplemented by the Statement of Work or specifications of this contract, for all items designated as Class I, II, or III.
- (b) The contractor's packaging, handling, and transportation procedures may be used, in whole or in part, subject to the written approval of the Contracting Officer, provided (1) the contractor's procedures are not in conflict with any requirements of this contract, and (2) the requirements of this contract shall take precedence in the event of any conflict with the contractor's procedures.
- (c) The contractor must place the requirements of this clause in all subcontracts for items that will become components of deliverable Class I, II, or III items.

(End of clause)

[END OF SECTION]

SECTION E
Inspection and Acceptance

MISSION INTEGRATION CONTRACT

SECTION E - INSPECTION AND ACCEPTANCE**E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.246-4	AUG 1996	INSPECTION OF SERVICES – FIXED-PRICE
52.246-11	FEB 1999	HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT <i>Insert: SAE AS9100C, Quality Management Systems – Requirements for Aviation, Space and Defense Organizations</i>

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
None included by reference		

[END OF SECTION]

SECTION F
Deliveries or Performance

MISSION INTEGRATION CONTRACT

SECTION F - DELIVERIES OR PERFORMANCE**F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER
52.242-17	APR 1984	GOVERNMENT DELAY OF WORK
52.247-34	NOV 1991	F.O.B. DESTINATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
None included by reference		

F.2 PERIOD OF PERFORMANCE

The phase-in period of performance of this contract shall be from June 28, 2010 through September 30, 2010. The basic period of performance of this contract shall be from **October 1, 2010, through December 31, 2015**. Task Orders placed prior to the expiration date of this contract shall remain in full force and effect until deliveries have been completed and payment has been made.

The periods of performance for the option years are as follows:

Option Year 1: January 1, 2016 through December 31, 2016
Option Year 2: January 1, 2017 through December 31, 2017

(End of clause)

MISSION INTEGRATION CONTRACT

F.3 PLACE OF PERFORMANCE

The primary effort required under this contract shall be performed at or near the Lyndon B. Johnson Space Center (JSC), at or near the John F. Kennedy Space Center (KSC), and at other locations in and outside the United States, including Russia and Kazakhstan, in support of the Statement of Work (SOW) requirements.

(End of clause)

F.4 OPTION TO EXTEND

In accordance with FAR 52.217-9, Option to Extend the Term of the Contract, the Contracting Officer may exercise the option(s) identified in Clause F.2, Period of Performance, by issuance of a unilateral contract modification. The contract values will be increased as set forth in Clause B.2, Contract Value.

(End of clause)

F.5 SHIPPING INSTRUCTIONS

All documentation shall be shipped to the addresses cited in Attachment J-1, Data Requirements List – Data Requirements Descriptions. Shipment of all other items shall be as follows:

Parcel Post Shipments and Freight Shipments

Ship to: Transportation Officer
 Central Receiving, Building 421
 NASA Johnson Space Center
 2101 NASA Parkway
 Houston, TX 77058-3696

Mark for: Accountable Property Officer: {contractor fill in}
Mark with: Purchase Request No: {contractor fill in}
 Contract Number: {contractor fill in}
 For reissue to: {contractor fill in}

(End of clause)

MISSION INTEGRATION CONTRACT

F.6 PHASE-IN AND CLOSE-OUT

- (a) Contractor Phase-In. The services provided by this contract are vital to the Government's overall effort, and continuity must be maintained at a consistently high level without disruption. The contractor is expected to meet full performance requirements from the start date of the base contract period. The Phase-In period shall not exceed 95 calendar days prior to the start date of the base contract period. Office space will not be provided by the Government during the Phase-In period. The contractor shall participate in a weekly meeting with the incumbent contractor(s) to discuss/identify problems or areas requiring attention during this Phase-In period.

The total firm fixed price of Phase-In is identified in Clause B.3, NFS 1852.216-78, Firm Fixed Price (Contract Phase-In). Any costs incurred in excess of this amount shall be unallowable under this or any other Government contract.

- (b) Contractor Close-Out. The contractor shall close-out at contract end in a cooperative manner with the Government and new contractor to allow for continuity of services and smooth phase-in. Close-Out activities shall be accomplished in accordance with FAR 52.237-3, Continuity of Services, and DRD MIC-PR-01, Contract Close-out Plan. The contractor's cooperation and compliance with this clause will be considered as part of the final Annual Performance Feedback.

(End of clause)

[END OF SECTION]

SECTION G
Contract Administration Data

MISSION INTEGRATION CONTRACT

SECTION G – CONTRACT ADMINISTRATION DATA**G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
None included by reference		

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.227-86	DEC 1987	COMMERCIAL COMPUTER SOFTWARE – LICENSING
1852.245-73	SEP 2007	FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS <i>Insert: 2101 NASA Parkway Houston, TX 77058 M/C JB3</i>

**G.2 NFS 1852.227-72 DESIGNATION OF NEW TECHNOLOGY
REPRESENTATIVE AND PATENT REPRESENTATIVE (JUL 1997)**

- (a) For purposes of administration of the clause of this contract entitled “New Technology” or “Patent Rights--Retention by the Contractor (Short Form),” whichever is included, the following named representatives are hereby designated by the Contracting Officer to administer such clause:

Title	Office Code	Address (including zip code)
New Technology Representative	AT	NASA, Lyndon B. Johnson Space Center Technology Transfer and Commercialization Office Houston, TX 77058
Patent Representative	AL	Patent Counsel Office of Chief Counsel NASA, Lyndon B. Johnson Space Center Houston, TX 77058

MISSION INTEGRATION CONTRACT

- (b) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquiries or requests regarding disposition of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder requiring a "New Technology" clause or "Patent Rights--Retention by the Contractor (Short Form)" clause, unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.305-370 of the NASA FAR Supplement.

(End of clause)

G.3 NFS 1852.242-70 TECHNICAL DIRECTION (SEP 1993)

- (a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.
- (b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that--
- (1) Constitutes an assignment of additional work outside the Statement of Work;
 - (2) Constitutes a change as defined in the changes clause;
 - (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
 - (4) Changes any of the expressed terms, conditions, or specifications of the contract; or

MISSION INTEGRATION CONTRACT

- (5) Interferes with the contractor's rights to perform the terms and conditions of the contract.
- (c) All technical direction shall be issued in writing by the COTR.
- (d) The contractor shall proceed promptly with the performance of the technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) above, the contractor shall not proceed but shall notify the Contracting Officer in writing within 5 days after receiving it and shall request the Contracting Officer to either issue an appropriate contract modification within a reasonable time or advise the contractor in writing within 30 days that the instruction or direction is--
- (1) Rescinded in its entirety; or
- (2) Within the requirements of the contract and does not constitute a change under the Changes clause of the contract, and that the contractor should proceed promptly with its performance.
- (e) A failure of the contractor and Contracting Officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the Changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.
- (f) Any action(s) taken by the contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the contractor's risk.

(End of clause)

G.4 NFS 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (SEP 2007) (DEVIATION) (ALTERNATE I) (SEP 2007) (DEVIATION)

- (a) The Government property described in paragraph (c) of this clause may be made available to the contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the Contracting Officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the contractor shall comply with the following:

MISSION INTEGRATION CONTRACT

NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual

NASA Procedural Requirements (NPR) 4200.1, NASA Equipment Management Procedural Requirements

NASA Procedural Requirement (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements

JSC will provide the contractor with all applicable regulations, handbooks, and other materials that may be required.

Property not recorded in NASA property systems must be managed in accordance with the requirements of FAR 52.245-1.

The contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

- (b) (1) The official accountable recordkeeping, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished within NASA management information systems prescribed by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:
 - (i) The contractor shall not utilize the installation's central receiving facility for receipt of contractor-acquired property. However, the contractor shall provide listings suitable for establishing accountable records of all such property received, on a monthly basis, to the SEMO.
 - (ii) The contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area.
 - (iii) The contractor shall establish a record of the property as required by FAR 52.245-1, Government Property, and furnish to the Industrial Property Officer a DD Form 1149, Requisition and Invoice/Shipping Document, (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

MISSION INTEGRATION CONTRACT

- (iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the contractor shall assume accountability and financial reporting responsibility. The contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property, until its return to the installation. NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.
- (2) After transfer of accountability to the Government, the contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) of this clause and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the Contracting Officer.
- (c) The following property and services are provided if checked.
- X (1) Office space, work area space, and utilities. Government telephones are available for official purposes only.
- X (2) Office furniture.
- X (3) Property listed in Section J, Attachment J-9, Installation Accountable Government Property.
- (i) If the contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records.
- (ii) The contractor shall not bring to the installation for use under this contract any property owned or leased by the contractor, or other property that the contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.
- (4) Supplies from stores stock.
- X (5) Publications and blank forms stocked by the installation.
- X (6) Safety and fire protection for contractor personnel and facilities.

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- X (7) Installation service facilities: Section J, Attachment J-9 – Installation Accountable Government Property.
- X (8) Medical treatment of a first-aid nature for contractor personnel injuries or illnesses sustained during on-site duty.
- X (9) Cafeteria privileges for contractor employees during normal operating hours.
- X (10) Building maintenance for facilities occupied by contractor personnel.
- X (11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

(End of clause)

G.5 NFS 1852.245-74 IDENTIFICATION AND MARKING OF GOVERNMENT EQUIPMENT (SEP 2007) (DEVIATION)

- (a) The contractor shall identify all equipment to be delivered to the Government using NASA Technical Handbook (NASA-HDBK) 6003, Application of Data Matrix Symbols to Aerospace Parts Using Direct Part Marking Methods/Techniques, and NASA Standard (NASA-STD) 6002, Applying Data Matrix Identification Symbols on Aerospace Parts Handbook. This includes deliverable equipment listed in the schedule and other equipment when NASA directs physical transfer to NASA or a third party. The contractor shall identify property in both machine and human readable form unless the use of a machine readable-only format is approved by the NASA Industrial Property Officer.
- (b) Property shall be marked in a location that will be human readable, without disassembly or movement of the property, when the items are placed in service unless such placement would have a deleterious effect on safety or on the item's operation.
- (c) Concurrent with equipment delivery or transfer, the contractor shall provide the following data in an electronic spreadsheet format:
 - (1) Item Description.
 - (2) Unique Identification Number (License Tag).
 - (3) Unit Price.

MISSION INTEGRATION CONTRACT

- (4) An explanation of the data used to make the unique identification number.
- (d) For items physically transferred under paragraph (a) the following additional data is required:
 - (1) Date originally placed in service.
 - (2) Item condition.
 - (3) Date last serviced.
- (e) The data required in paragraphs (c) and (d) shall be delivered to the NASA center receiving activity listed below:

Transportation Officer JB7
NASA Lyndon B. Johnson Space Center
Building 421 Central Receiving
2101 NASA Parkway
Houston, TX 77058
- (f) The contractor shall include the substance of this clause, including paragraph (f), in all subcontracts that require delivery of equipment.

(End of clause)

G.6 NFS 1852.245-75 PROPERTY MANAGEMENT CHANGES (SEP 2007)
(DEVIATION)

- (a) The contractor shall submit any changes to standards and practices used for management and control of Government property under this contract to the assigned property administrator and Industrial Property Officer (IPO), prior to making the change whenever the change –
 - (1) Employs a standard that allows increase in thresholds or changes the timing for reporting loss, damage, or destruction of property;
 - (2) Alters physical inventory timing or procedures;
 - (3) Alters recordkeeping practices;
 - (4) Alters practices for recording the transport or delivery of Government property; or
 - (5) Alters practices for disposition of Government property.

MISSION INTEGRATION CONTRACT

(b) The contractor shall contact the IPO at:

Michael Caputo
NASA/JSC/JA
2101 NASA Parkway
Houston, TX 77058-3696

281-483-7909
michael.caputo-1@nasa.gov

(End of clause)

G.7 NFS 1852.245-82 OCCUPANCY MANAGEMENT REQUIREMENTS (SEP 2007) (DEVIATION)

- (a) In addition to the requirements of the clause at FAR 52.245-1, Government Property, the contractor shall comply with the following in performance of work in and around Government real property:
- (1) NPD 8800.14, Policy for Real Property Management
 - (2) NPR 8831.2, Facilities Maintenance Management
 - (3) J69W-01, Real Property Management
 - (4) J69W-02, Facility Space Allocation and Utilization
 - (5) JPD 4310.1, National Historic Landmark Preservation
- (b) The contractor shall obtain the written approval of the Contracting Officer before installing or removing contractor-owned property onto or into any Government real property or when movement of contractor-owned property may damage or destroy Government-owned property. The contractor shall restore damaged property to its original condition at the contractor's expense.
- (c) The contractor shall not acquire, construct or install any fixed improvement or structural alterations in Government buildings or other real property without the advance, written approval of the Contracting Officer. Fixed improvement or structural alterations, as used herein, means any alteration or improvement in the nature of the building or other real property that, after completion, cannot be removed without substantial loss of value or damage to the premises. Title to such property shall vest in the Government.

MISSION INTEGRATION CONTRACT

- (d) The contractor shall report any real property or any portion thereof when it is no longer required for performance under the contract, as directed by the Contracting Officer.

(End of clause)

G.8 JSC 52.204-91 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS (JAN 2006)

- (a) An employee of a domestic JSC contractor or its subcontractor who is not a United States (U.S.) citizen (foreign national) may not be admitted to the JSC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC contractor/subcontractor may not be admitted to the JSC site without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host installation [JSC or White Sands Test Facility (WSTF)] at least 3 weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided. Contractors should be aware that approval for access to the site and issuance of a badge may take much longer than three weeks and sufficient lead time must be allowed to accommodate the approval process.
- (b) All visit/badge requests for persons described in (a) above must be entered in the NASA Foreign National Management System (NFNMS) for acceptance, review, concurrence and approval purposes. When an authorized company official requests a JSC or WSTF badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. The authorized company officials shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with JSC and WSTF security and export control procedures. No foreign national, representative, or resident alien contractor/subcontractor employee shall be granted access into JSC or WSTF until approved and processed through the NFNMS. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the JSC Security Office, and an approved NASA Foreign National Visitor Security/ Technology Control Plan (STTCP), (previously called the Access Control Plan) has been submitted and approved.
- (c) The contractor agrees that it will not employ for the performance of work onsite at the JSC or WSTF any individuals who are not legally authorized to work in the U.S. If the JSC or WSTF Industrial Security Specialist or the Contracting Officer has reason to believe that any employee of the contractor

MISSION INTEGRATION CONTRACT

may not be legally authorized to work in the United States and/or on the contract, the contractor may be required to furnish copies of Form I-9, Employment Eligibility Verification, U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

The contractor agrees to provide the information requested by the JSC or WSTF Security Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/representative may be allowed access to JSC or other NASA Centers for performance of this contract, (2) required investigations can be conducted, and (3) required annual or revalidation reports can be submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by JSC or any other Center to be visited.

(End of clause)

G.9 JSC 52.242-92 IDENTIFICATION OF EMPLOYEES (OCT 2006)

At all times while on Government property, the contractor, subcontractors, their employees, and agents shall wear badges which will be issued by the NASA Badging and Visitor Control Office, located in Building 110 at the Johnson Space Center (JSC), or at the Main Gate at the White Sands Test Facility (WSTF). JSC employee credentials and visitor badges will be issued only between the hours of 6:00 a.m. to 7:30 p.m., Monday through Friday, and 7:30 a.m. to 3:00 p.m. on Saturday. WSTF employee badges will be issued only between the hours of 8 a.m. to 2 p.m., Monday through Friday. WSTF visitor badges will be issued on a 7-day-a-week, 24-hour-a-day basis. Resident aliens and foreign nationals/representatives shall be issued green foreign national badges.

Each individual who wears a badge shall be required to sign personally for the badge. The contractor shall be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging and Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-15, Security Termination Procedures. Failure to comply with the NASA contractor termination procedures upon completion of the work (e.g., return of badges, decals, keys, Controlled Access Area cards, clearance terminations, JSC Public Key Infrastructure (PKI)/special program deletions, etc.) may result in final payment being delayed.

(End of clause)

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G.10 ADVANCED AGREEMENT ON PAYMENT OF PHASE-IN PRICE

The contractor shall be entitled to payment for the phase-in period (from the date of contract award through contract start date) in the Firm-Fixed Price amount specified in Clause B.2, Contract Value, to be received in payments for the following milestones upon concurrence from the Contracting Officer that each milestone has been accomplished:

Milestone 1: Staffing b4

The contractor has hired all personnel proposed as *key* personnel and all of these personnel are performing phase-in work (at the levels proposed); and at least 90% of all personnel proposed to perform all contract requirements (e.g. full time, half time, etc.) have provided written acceptance of firm job offers.

EVIDENCE: Summary report shall be provided with the invoice. Summary report shall consist of acceptance letters for the key personnel and summary of offers made and accepted by labor category for all other personnel proposed to perform all contract requirements.

Milestone 2: ISS Applications Competency b4

The contractor has operational competency with the following ISS Applications or equivalent.

Reference: Section J, Attachment 8
1. MIDAS
2. ITD
3. Crew Language Training Database
4. COSMOS
5. IRMA
6. EDMS

EVIDENCE: Summary report shall be provided with the invoice. Summary report shall identify names of individuals competent with each corresponding application. A minimum of one individual shall be provided for each application. Competency is defined as training, certification, and/or equivalent experience on each system.

Milestone 3: Major Subcontracts b4

The contractor has all major subcontracts in place and ready to perform contract requirements.

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EVIDENCE: Copies of the signature page of all major subcontracts for the MIC follow-on contract shall be submitted with the invoice. Subcontracts with estimated annual contract values at or above \$1 Million are major subcontracts.

Milestone 4: Plans and Other Data Deliverables

b4

The contractor has completed and submitted all of the following plans and other Data Deliverables for NASA review and/or approval (per Data Requirements Description [DRD]):

1. MIC-CM-01, Configuration Management Plan
2. MIC-EC-02, Export Control Plan
3. MIC-IT-02, Information Technology (IT) Security Plan and Reports (if required)
4. MIC-PM-06, Certification of Flight Readiness (CoFR) Implementation Plan
5. MIC-PR-02, Wage/Salary and Fringe Benefit Data

EVIDENCE: Contractor submittal of acceptable versions of above DRDs.

Milestone 5: Financial Report

b4

The contractor has implemented financial reporting system fully capable of accurately reporting in accordance with DRD MIC-PC-01, Financial Management Reporting, and submitting proper invoices for payment of completed work.

EVIDENCE: Contractor submittal of acceptable version of DRD MIC-PC-01, Financial Management Reporting, deliverable.

**Milestone 6: Definitization of Contract Year 1 (FY 2011)
Task Orders**

b4

The contractor has provided all task order plans in accordance with DRD MIC-PR-04, Task Order Plan, and complied with clause NFS 1852.216-80, Task Order Procedures.

EVIDENCE: Contractor submittal of acceptable version of DRD MIC-PR-04, Task Order Plan, and contract year 1 (FY 2011) task orders.

(End of clause)

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G.11 PAYMENTS - FIXED RATE IDIQ**(a) Billing Office**

The designated billing office for purposes of the Prompt Payment clause of this contract is indicated below. Invoices for payment shall include a reference to the number of this contract.

If the contractor is authorized to submit invoices directly to the NASA paying office, the original invoice should be submitted to:

NASA Shared Services Center (NSSC)
Financial Management Division (FMD) – Accounts Payable
Bldg 111, C. Road
Stennis Space Center, MS 39529
Email: NSSC-AccountsPayable@nasa.gov (**ENCRYPTED ONLY**)
Fax: 866-209-5415

For any period that the Defense Contract Audit Agency (DCAA) has authorized the contractor to submit invoices directly to the Government paying office, invoices are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

If the contractor is not authorized to submit invoices directly to the paying office as described above, the contractor shall prepare and submit invoices as follows:

One original Standard Form (SF) 1034, SF 1035, or equivalent contractor's attachment to:

DCAA Houston Branch
8876 Gulf Freeway, Suite 500
Houston, Texas 77017-8544

Two copies of SF 1034, SF 1035, or equivalent contractor's attachment to the following offices by insertion in the memorandum block of their names and addresses:

- Copy 1 NASA Contracting Officer
- Copy 2 Auditor
- Contracting Officer may designate other recipients as required.

(b) Invoicing

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The contractor shall prepare and submit invoices to the Contracting Office specified in the contract. A proper invoice must include the items listed in paragraphs (a)(3)(i) through (a)(3)(x) of FAR 52.232-25, Prompt Payment.

Invoices may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer), to the Contracting Officer.

The contractor shall substantiate invoices (including any subcontract hours reimbursed at the hourly rate in the schedule) by evidence of actual payment or by –

- (i) Individual daily job timekeeping records;
- (ii) Records that verify the employees meet the qualifications for the labor categories specified in the contract; or
- (iii) Other substantiation approved by the Contracting Officer.

Promptly after receipt of each substantiated invoice, the Government shall, except as otherwise provided in this contract, pay the invoice as approved by the Contracting Officer.

Unless the schedule prescribes otherwise, the hourly rates in the schedule shall not be varied by virtue of the contractor having performed work on an overtime basis. Overtime rates are provided in the schedule in Clause B.4, Indefinite Delivery/Indefinite Quantity (IDIQ) Orders. Overtime work shall be approved in advance by the Contracting Officer. The premium portion of the overtime rates shall be reimbursable only to the extent the overtime is approved by the Contracting Officer.

The contractor shall provide evidence to the Government that required Payroll taxes have been paid, semi-annually (beginning 6-months after contract award), to the Contracting Officer, or upon the request of the Contracting Officer.

As prescribed in FAR 52.232-1, Payments, the Government will pay the contractor upon the submission of invoice approved by the Contracting Officer as follows:

(1) Direct Labor

Direct Labor is defined as the direct hours delivered which meet the labor categories specified in the contract that are –

- Performed by the contractor;

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- Performed by the subcontractors;
- Transferred between divisions, subsidiary, or affiliates of the contractor under a common control.

Direct labor shall be paid for all direct labor performed on the contract that meets the labor qualifications specified in the contract.

Labor hours incurred for which labor qualifications were specified in the contract will not be paid to the extent the work is performed by employees that do not meet the qualifications specified in the contract, unless specifically authorized by the Contracting Officer.

The fixed hourly rates identified in Clause B.4, Indefinite Delivery/ Indefinite Quantity (IDIQ) Orders, include wages, indirect costs, general and administrative expense, and profit. Fixed hourly rates shall be invoiced in accordance with rates identified in Clause B.4. The amounts shall be computed by multiplying the appropriate fixed hourly rate by the number of direct labor hours performed. Fractional parts of an hour shall be payable on a prorated basis.

(2) Travel and Materials

Materials are defined as direct materials, including supplies transferred between divisions, subsidiaries, or affiliates of the contractor under a common control;

- Subcontracts for supplies and incidental services for which there is not a labor category specified in the contract;
- Other direct costs (e.g., incidental services for which there is not a labor category specified in the contract, travel, computer usage charges, etc.); and
- Applicable indirect costs.

The Government will reimburse the contractor for allowable cost of materials provided that the contractor:

- Has made payments for materials in accordance with the terms and conditions of the agreement or invoice; or
- Ordinarily makes these payments within 30 days of the submission of the contractor's payment request to the Government and such payment is in accordance with the terms and conditions of the agreement or invoice.

Payment for materials is subject to FAR 52.216-7, Allowable Cost and Payment, of the contract. The Contracting Officer will determine allowable costs of materials in accordance with Subpart 31.2 of the

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Federal Acquisition Regulation (FAR) in effect on the date of this contract.

The contractor may include allocable indirect costs and other direct costs to the extent they are:

- Comprised only of costs that are clearly excluded from the hourly rate;
- Allocated in accordance with the contractor's written or established accounting practices; and
- Indirect costs are not applied to subcontracts that are paid at the hourly rates.

The Government will reimburse the contractor for allowable cost of materials and travel provided that the contractor:

- Obtained materials at the most advantageous prices with due regard to securing prompt delivery of satisfactory service;
- Takes all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits;
- Excludes profit to the prime contractor;
- Cost incurred does not exceed the authorized NTE amount authorized in each IDIQ task order; and
- Includes a summary of travel and material expenditures during the invoice period and cumulative to date by task order number. Detailed records shall be maintained by the contractor.

(c) Audit

At any time before final payment under this contract, the Contracting Officer may request audit of the invoices and supporting documentation. Each payment previously made shall be subject to reduction to the extent of amounts, on preceding invoices, that are found by the Contracting Officer or authorized representative not to have been properly payable and shall also be subject to reduction for overpayments or to increase for underpayments. Upon receipt and approval of the invoice designated by the contractor as the "completion invoice" and supporting documentation, and upon compliance by the contractor with all terms of this contract (including, without limitation, terms relating to patents and the terms of this clause), the Government shall promptly pay any balance due the contractor. The completion invoice, and supporting documentation, shall be submitted by the contractor as promptly as practicable following completion of the work under this contract, but in no event later than one year (or such longer period as the Contracting Officer may approve in writing) from the date of completion.

(End of clause)

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G.12 TRAVEL

Domestic and International travel may be required in performance of this contract. Specific travel requirements will be identified and funded in each IDIQ task order as such need arises. The contractor has no authority to incur travel costs without explicit written approval of the Contracting Officer. The Government shall include the applicable NTE travel amount in each IDIQ task order. Under no circumstance shall the travel cost be paid by the Government other than that authorized in writing by the Contracting Officer.

Prior to departure for International travel, the contractor shall obtain written (electronic approval acceptable) approval from the Contracting Officer Technical Representative (COTR) and ensure that written authorization from the Contracting Officer has been obtained.

All travel costs shall be supported with details such as arrival and departures, locations, number of trips, number of people per trip, duration of trip, and any other miscellaneous travel costs. The contractor shall utilize the General Services Administration (GSA) travel rates found at www.gsa.gov whenever possible.

The contractor shall comply with Management Directive, ISSP-MD-114, Guidelines for Travel in Support of ISS Program Meetings.

(End of clause)

G.13 ADMINISTRATIVE PROVISIONS RELATING TO INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY AND SERVICES

- (a) Requests for specific support to be furnished by the Government pursuant to Clause G.4, Installation- Accountable Government Property, shall be made by the contractor to the Contracting Officer in accordance with the current issue of JPG 5151, Support Contractor Handbook. The completion of forms, needed to obtain support, shall be accomplished by the contractor.
- (b) If the contractor requests property or services which are not available or cannot be made available from the Government to meet the contractor's schedule needs, the requesting document will be canceled and returned to the contractor. The contractor will thereafter be responsible for acquiring the needed items or services.
- (c) If the contractor initiates a transfer of accountability (DD Form 1149) from the contractor to the Government, the contractor shall continue to account for the property in question until contractor receives notification that the form has been signed by the JSC SEMO or his/her authorized representative.

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(End of clause)

G.14 INFORMATION INCIDENTAL TO CONTRACT ADMINISTRATION

- (a) With the exception of financial information, the Government shall have unlimited rights to use and distribute to third parties any administrative or management information developed by the contractor or a subcontractor at any tier in whole or in part for the performance of the contract or first produced in the performance of the contract, whether or not said information is specified as a contract deliverable, if created in whole or in part at Government expense. The Contracting Officer may, at any time during the contract performance or within a period of 3 years after acceptance of all items to be delivered under this contract, order any administrative or management information developed by the contractor or a subcontractor at any tier in whole or in part for the performance of the contract or first produced in the performance of the contract.
- (b) The Contracting Officer may release the contractor from the requirements of this clause for specifically identified information at any time during the 3-year period set forth in paragraph (a) of this clause.

(End of clause)

[END OF SECTION]

SECTION H

Special Contract Requirements

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SECTION H - SPECIAL CONTRACT REQUIREMENTS**H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
None included by reference		

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.208-81	NOV 2004	RESTRICTIONS ON PRINTING AND DUPLICATING
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.223-76	JUL 2003	FEDERAL AUTOMOTIVE STATISTICAL TOOL REPORTING
1852.225-70	FEB 2000	EXPORT LICENSES (ALTERNATE I) (FEB 2000) <i>Insert: Lyndon B. Johnson Space Center</i>
1852.228-76	DEC 1994	CROSS-WAIVER OF LIABILITY FOR SPACE STATION ACTIVITIES
1852.246-70	MAR 1997	MISSION CRITICAL SPACE SYSTEMS PERSONNEL RELIABILITY PROGRAM

H.2 NFS 1852.209-71 LIMITATION OF FUTURE CONTRACTING (DEC 1988)

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective offerors is invited to FAR Subpart 9.5--Organizational Conflicts of Interest.

(b) The nature of this conflict is:

- 9.505-3 Providing evaluation services
- 9.505-4 Obtaining access to proprietary information

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- Reference Clause H.12, ISS Contract Strategy Conflict of Interest Agreement.

(c) The restrictions upon future contracting are as follows:

- (1) If the contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). NASA shall not unilaterally require the contractor to prepare such specifications or statements of work under this contract.
- (2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

(End of clause)

H.3 NFS 1852.216-80 TASK ORDERING PROCEDURE (OCT 1996)

- (a) Only the Contracting Officer may issue task orders to the contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.
- (b) Prior to issuing a task order, the Contracting Officer shall provide the contractor with the following data:
 - (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
 - (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

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- (3) A request for a task plan from the contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the contractor's proposal.
- (c) Within 10 calendar days after receipt of the Contracting Officer's request, the contractor shall submit a task plan conforming to the request.
- (d) After review and any necessary discussions, the Contracting Officer may issue a task order to the contractor containing, as a minimum, the following:
 - (1) Date of the order.
 - (2) Contract number and order number.
 - (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
 - (4) Performance standards, and where appropriate, quality assurance standards.
 - (5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.
 - (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
 - (7) Delivery/performance schedule including start and end dates.
 - (8) If contract funding is by individual task order, accounting and appropriation data.
- (e) The contractor shall provide acknowledgment of receipt to the Contracting Officer within 3 calendar days after receipt of the task order.
- (f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.
- (g) The Contracting Officer may amend tasks in the same manner in which they were issued.
- (h) In the event of a conflict between the requirements of the task order and the contractor's approved task plan, the task order shall prevail.

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(End of clause)

H.4 NFS 1852.223-70 SAFETY AND HEALTH (APR 2002)

- (a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including contractor employees working on NASA contracts), and (4) high-value equipment and property.
- (b) The contractor shall take all reasonable safety and occupational health measures in performing this contract. The contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.
- (c) The contractor shall take, or cause to be taken, any other safety, and occupational health-measures the Contracting Officer may reasonably direct. To the extent that the contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.
- (d) The contractor shall immediately notify and promptly report to the Contracting Officer or a designee any accident, incident, or exposure resulting in fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract schedule; or property loss of \$25,000 or more, or Close Call (a situation or occurrence with no injury, no damage or only minor damage [less than \$1,000] but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact) that may be of immediate interest to NASA, arising out of work performed under this contract. The contractor is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, service contractors (excluding construction contracts) shall provide quarterly reports specifying lost-time frequency rate, number of lost-time injuries, exposure, and accident/incident dollar losses as specified in the contract schedule.
- (e) The contractor shall investigate all work-related incidents, accidents, and Close Calls, to the extent necessary to determine their causes and furnish the Contracting Officer a report, in such form as the Contracting Officer may

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require, of the investigative findings and proposed or completed corrective actions.

- (f)(1) The Contracting Officer may notify the contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. When the Contracting Officer becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, astronauts and pilots, the NASA workforce (including contractor employees working on NASA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the contractor orally, with written confirmation. The contractor shall promptly take and report any necessary corrective action.
- (2) If the contractor fails or refuses to institute prompt corrective action in accordance with subparagraph (f)(1) of this clause, the Contracting Officer may invoke the stop-work order clause in this contract or any other remedy available to the Government in the event of such failure or refusal.
- (g) The contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (g) and any applicable Schedule provisions and clauses, with appropriate changes of designations of the parties, in all solicitations and subcontracts of every tier, when one or more of the following conditions exist:
 - (1) The work will be conducted completely or partly on premises owned or controlled by the Government.
 - (2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.
 - (3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).
 - (4) When the contractor (or subcontractor or supplier) determines that the assessed risk and consequences of a failure to properly manage and control the hazard(s) warrants use of the clause.
- (h) The contractor (or subcontractor or supplier) may exclude the provisions of paragraph (g) from its solicitation(s) and subcontract(s) of every tier when it determines that the clause is not necessary because the application of the OSHA and DOT (if applicable) regulations constitute adequate safety and occupational health protection. When a determination is made to exclude the

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provisions of paragraph (g) from a solicitation and subcontract, the contractor must notify and provide the basis for the determination to the Contracting Officer. In subcontracts of every tier above the micro-purchase threshold for which paragraph (g) does not apply, the contractor (or subcontractor or supplier) shall insert the substance of paragraphs (a), (b), (c), and (f) of this clause.

- (i) Authorized Government representatives of the Contracting Officer shall have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of the contractor's safety and occupational health measures under this clause.
- (j) The contractor shall continually update the safety and health plan when necessary. In particular, the contractor shall furnish a list of all hazardous operations to be performed, and a list of other major or key operations required or planned in the performance of the contract, even though not deemed hazardous by the contractor. NASA and the contractor shall jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, the contractor shall submit for NASA concurrence --
 - (1) Written hazardous operating procedures for all hazardous operations; and/or
 - (2) Qualification standards for personnel involved in hazardous operations.

(End of clause)

**H.5 NFS 1852.232-77 LIMITATION OF FUNDS (FIXED-PRICE CONTRACT)
(MAR 1989)**

- (a) Of the total contract price, the sum of \$TBD is presently available for payment and allotted to this contract. It is anticipated that from time to time additional funds will be allocated to the contract, until the total price of said contract is allotted.
- (b) The contractor agrees to perform or have performed work under this contract up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the contractor, approximate the total amount of the time allotted to the contract. The contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the contractor for more than the amount from time to time allotted to the contract,

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anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed until **TBD**.
- (2) If funds allotted are considered by the contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.

(ii) The contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.
- (d) When additional funds are allotted from time to time for continued performance of the work under this contract, the parties shall agree on the applicable period of contract performance to be covered by these funds. The provisions of paragraphs (b) and (c) of this clause shall apply to these additional allotted funds and the substituted date pertaining to them, and the contract shall be modified accordingly.
- (e) If, solely by reason of the Government's failure to allot additional funds in amounts sufficient for the timely performance of this contract, the contractor incurs additional costs or is delayed in the performance of the work under this

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contract, and if additional funds are allotted, an equitable adjustment shall be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the items to be delivered, or in the time of delivery, or both.

- (f) The Government may at any time before termination, and, with the consent of the contractor, after notice of termination, allot additional funds for this contract.
- (g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the default clause of this contract. The provisions of this Limitation of Funds clause are limited to the work on and allotment of funds for the items set forth in paragraph (a) of this clause. This clause shall become inoperative upon the allotment of funds for the total price of said work except for rights and obligations then existing under this clause.
- (h) Nothing in this clause shall affect the right of the Government to terminate this contract pursuant to the Termination for Convenience of the Government clause of this contract.

(End of clause)

H.6 NFS 1852.235-71 KEY PERSONNEL AND FACILITIES (MAR 1989)

- (a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the contractor shall (1) notify the Contracting Officer reasonably in advance, and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.
- (b) The contractor shall make no diversion without the Contracting Officer's written consent; provided that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.
- (c) The list of personnel and/or facilities (shown below or as specified in the contract schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

List here the personnel and/or facilities considered essential:
Joella Delheimer, Program Manager

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Joe Aldape, Deputy Program Manager
Ron Crawford, Mission Integration Manager
Elena Sukholutsky, International Integration Manager
Paul Kharmats, ISS Technical Advisor

(End of clause)

H.7 NFS 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS (AUG 1992)

- (a) The on-site Government personnel observe the following holidays:

New Year's Day
Labor Day
Martin Luther King, Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

- (b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

(End of clause)

H.8 JSC 52.223-93 ENVIRONMENTAL AND ENERGY CONSERVATION REQUIREMENTS (MAY 2008) (JSC PROCUREMENT INSTRUCTION)

- (a) The contractor shall ensure that all work performed and equipment used to fulfill the requirements of this contract are in compliance with all Federal, state, and local regulations and public laws, and the following NASA JSC directives: JPD 8500.1, JSC Environmental Excellence Policy; JPR 8550.1, JSC Environmental Compliance Procedural Requirements; JPR 8553.1, JSC Environmental Management System Manual; CWI JE9W-06, EMS Aspect/Impact Assessment and EMP Process; NPR 8570.1, Energy Efficiency and Water Conservation; JSC's Energy and Water Conservation 5-

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Year Plan; and CWI J69W-03, Energy Conservation. The contractor shall provide data on affirmative procurement, waste reduction activity, energy efficient product procurement, and ozone depleting substances in accordance with DRD MIC-PM-07, Environmental and Energy Consuming Product Compliance Reports.

- (b) The Government remains the owner and operator of record for all environmental activities conducted at NASA owned properties unless otherwise documented in a signed agreement between NASA and the contractor. The contractor is advised that activities performed at JSC and associated facilities are subject to Federal, state and local regulatory agency inspections to review compliance with environmental laws and regulations. For on-site issues, JSC's Environmental Office will be the single point of contact with Federal and state regulatory agencies and their representatives unless otherwise directed by the Contracting Officer or the Environmental Office. The contractor shall immediately notify the JSC Environmental Office when contacted by external regulatory agency representatives and shall cooperate fully. The contractor shall complete, maintain, and make available to the Contracting Officer, JSC Environmental Office, JSC Energy Manager, or regulatory agency personnel all documentation relating to environmental compliance matters under applicable laws. The contractor shall immediately notify the JSC Environmental Office upon issuance of a Notice of Violation or noncompliance to the contractor.
- (c) Should a Notice of Violation, Notice of Noncompliance, Notice of Deficiency, or similar regulatory agency notice be issued to the Government as a facility owner/operator on account of the actions or inactions of the contractor or one of its subcontractors in the performance of work under this contract, the contractor shall fully cooperate with the Government in correcting any problems and defending against regulatory assessment of any civil fines or penalties arising out of such actions or inactions.

(End of clause)

H.9 JSC 52.242-94 ADMINISTRATIVE LEAVE (SEP 2008)

- (a) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), the following personnel should also be dismissed upon notification of a center closure provided by the Contracting Officer:
- (1) Contractor personnel working on-site; and
 - (2) Contractor personnel dedicated to the contract effort who are

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- (i) Working off-site within 10 miles of JSC; and
- (ii) Unable to perform their NASA contract duties at their off-site location because their normal place of business has been or is expected to be negatively impacted by an emergency situation (e.g. has sustained damage, has been evacuated, etc.).

However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.

- (b) Administrative leave granted under this clause shall be subject to modification or termination by the Contracting Officer and in all instances shall be subject to the availability of funds. The cost of salaries and wages to the contractor for the period of any such excused absence shall be a reimbursable item of cost under this contract for effected employees in accordance with the contractor's established accounting policy.
 - (1) If a labor hour-based contract, administrative leave granted under this clause shall be accounted for consistent with productive hours under this contract for employees in accordance with the contractor's established accounting policy.
 - (2) For fixed price contracts based on other than labor hours for deliverables, the Contracting Officer and contractor shall as a precondition to any reimbursement negotiate an advanced agreement to determine the appropriate method in which to grant administrative leave under this clause.
 - (3) All invoices requesting payment under this clause shall be marked as "Administrative Leave in accordance with 52.242-94, Administrative Leave." All such invoices paid will be subject to review, audit, and revision when routine operations re-commence.
- (c) The contractor shall include this clause in all services subcontracts that include personnel in the categories described in (a) above.

(End of clause)

H.10 REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFEROR

The completed provision 52.204-8, Annual Representations and Certifications, including any amended representation(s) made at paragraph (b) of the provision; and other representations, certifications and other statements contained in Section K completed and submitted as part of the offer dated May 12, 2010, are hereby incorporated by reference in this resulting contract.

(End of clause)

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H.11 ANNUAL PERFORMANCE FEEDBACK

- (a) As part of the Government's surveillance activities, a periodic performance feedback will be conducted under this contract. This information will be provided to the contractor for corrective actions and performance improvement. In addition, performance feedback may be used by the Government to provide a basis for decisions leading to the exercising of options for continued performance.
- (b) The Government will provide the contractor with the performance feedback annually at the end of each contract year, in accordance with NFS 1842.15, Contractor Performance Information. Ongoing performance feedback will be given through monthly management meetings and the contractor's progress as reported per DRDs MIC-PM-02, Integrated Management Review (IMR), and MIC-PM-04, Performance Assessment Plan and Performance Assessment Reports.
- (c) In the Price performance area, the efficient use of skill mix utilized and hours expended in performance of task orders will be rated more favorably.
- (d) (1) The Government reserves the right to award additional profit dollars for specific partnered improvement projects proposed per DRD MIC-PM-04. The decision to accept or reject all or part of any proposed improvement project is a unilateral decision made solely at the discretion of the Contracting Officer. Annual NTE values for the profit pool are established in Clause B.6, Profit Pool for Indefinite Delivery/Indefinite Quantity (IDIQ) Orders. Each specific improvement project will be assessed individually for success.

The following Table establishes the success criterion for achieving the negotiated profit value associated with each project.

% Completed of Agreed-to Metrics Associated with Each Project	% Earned of Negotiated Profit Value Associated with Each Project
100% successful completion of agreed-to metrics as identified per DRD MIC-PM-04.	100%
75% -99% successful completion of agreed-to metrics as identified per DRD MIC-PM-04.	75%

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50%-74% successful completion of agreed-to metrics as identified per DRD MIC-PM-04.	50%
Less than 50% successful completion of agreed-to metrics as identified per DRD MIC-PM-04.	0%

- (2) Upon Contracting Officer determination that an approved project has been successfully completed based on the established success criterion, and that the contractor has not received a rating of 1 or 2 in any of the categories scored on the NASA Form 1680, the contractor shall submit an invoice for payment per FAR 52.232-1, Payments. The annual performance assessment performed by the Government (NASA Form 1680) shall not be negatively impacted either by unsuccessful completion of a project or by the contractor not proposing any improvement projects. However, successfully completed improvements shall be noted in the assessment.
- (3) The Government may unilaterally and without notice suspend or terminate operation of part (d) of this clause, and the parties agree that such termination or suspension shall not entitle the contractor (or any subcontractor or supplier) to an equitable adjustment of any kind.

(End of clause)

H.12 ISS CONTRACT STRATEGY CONFLICT OF INTEREST AGREEMENT

- (a) An organizational conflict of interest exists for this contract as it relates to the contracts awarded as part of the overall ISS Contract Strategy in that the contractor may be in a position to favor its own products or capabilities. Two of the contracts to be awarded will be responsible for support to ISS Program Management. These two contracts are the Program Integration and Control Contract and the Mission Integration Contract. The other contracts to be awarded will be responsible for the overall implementation of these Program requirements. The intent of this clause is to prohibit a contractor from developing Program requirements in one of the aforementioned two contracts designed for "Support to ISS Program Management" and also implementing those requirements in one of the additional contracts responsible for "ISS Program Implementation." Therefore, the contractor, by signing this contract, fully understands, agrees, and will comply with the following conditions:
- (1) The contractor will not perform work as a prime for the ISS follow-on contract responsible for ISS Program implementation.

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- (2) The contractor will perform no more than 49% (total contract costs) of the work as a subcontractor under any of the implementing contracts.
- (3) The contractor shall not, and will not, make the day-to-day Program management decisions under any of the implementing contracts set forth in (a)(1).
- (b) If by the performance of this contract, or by any other means, the contractor believes they may violate any of these conditions above, the contractor shall notify the Contracting Officer in writing immediately.

(End of clause)

H.13 ASSOCIATE CONTRACTOR AGREEMENT FOR ISS

- (a) The success of the International Space Station (ISS) Program is dependent on the efforts of multiple contractors. The MIC contractor is a key participant. The other contracts of the key participating contractors include, but are not limited to:
 - Program Integration and Control (PI&C) Contract
 - Cargo Mission Contract (CMC)
 - United States On-Orbit Segment (USOS) Completion and Sustaining Engineering Contract
 - Space Program Operations Contract (SPOC)
 - Exploration Ground Launch Services (EGLS)
 - Integrated Mission Operations Contract (IMOC)
 - ISS Commercial Resupply Services (CRS)

Under the aforementioned contracts the contractors will provide the necessary technical, engineering and processing products and services required to develop, operate, maintain and utilize the ISS.

- (b) In order to achieve efficient and effective implementation of the operation and utilization phase of the ISS, the contractor shall establish the means for coordination and exchange of information with associate contractors. The information to be exchanged shall be that required by the contractors in the execution of their respective contract requirements. The contractors are strongly encouraged to seek out and foster cooperative efforts that will benefit the ISS Program with increased safety, efficiency, and productivity.
- (c) Given the unique role of this contract, and interrelations with the development, operation, maintenance and utilization of the ISS, the contractor will engage in cooperative relationships that facilitate effective management

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of the overall ISS effort. This joint cooperation will be evaluated as part of the contract performance feedback process, as defined in the Annual Performance Feedback process for the MIC contract.

- (d) To ensure successful implementation and utilization of the ISS, the contractors shall establish formal guidelines to address coordination, cooperation and communication. All Program elements shall work in a coordinated fashion. Each contractor shall establish the means for the exchange of such data as needed to keep other project elements fully informed.

(End of clause)

H.14 ADDITIONAL EXPORT CONTROL REQUIREMENTS

In addition to the requirements set forth in NFS 1852.225-70, Export Licenses, the contractor shall perform the following tasks when they facilitate exports of NASA hardware, software or technical data according to the Export Administration Regulations, International Traffic in Arms Regulations or any other U.S. export control regulations (e.g. Nuclear Regulatory Commission, Drug Enforcement Agency etc.) pursuant to this contract:

- (a) Provide to the Johnson Space Center (JSC) Export Services Team (EST), in writing, an Advanced Notification of Export (ANE) for all program related exports (hardware, software and technical data) where NASA is considered the U.S. Principal Party in Interest (USPPI). The requirements below shall be met by the contractor and its subcontractors, respectively, when accomplishing the following activities:
1. Submitting requests for NASA to apply for an export license with the Department of Commerce or Department of State for use under the contract activity in support of the ISS Program.
 2. Submitting notice of the contractor's intent to use Department of Commerce or Department of State export licenses obtained by NASA as they apply to the contract activity in support of the ISS Program.
 3. Submitting notice of the contractor's intent to use any export license exceptions or exemptions as they apply to the contract activity in support of the ISS Program.
- (b) For all Program related exports (hardware, software or technical data), submit the equivalent information described below to the Center Export Administrator (CEA) at the geographically closest NASA Space Flight Center

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(JSC, Marshall Space Flight Center [MSFC] or Kennedy Space Center [KSC]) according to the policies and procedures of that center (check with the cognizant Contracting Officer or CEA). A courtesy copy of equivalent information submitted to MSFC or KSC shall be provided to the JSC CEA's office. Provide copies of shipping documents for shipments made under a NASA Export License, exemption or exception to the appropriate CEA within two weeks after the shipment.

1. The contractor shall submit requests for NASA to apply for a license at least 7 months prior to the need date to export. Note that the agencies which approve the licenses can take up to 6 months or more to process them.
2. The contractor shall submit an ANE in a formal letter, fax or e-mail (e-mail is preferred), containing the information described below (as applicable), addressed to the CEA's Office in accordance with the submission schedule below. The schedule provides a minimum amount of time required to process the information, however license requests may take longer than 6 months to process by the controlling agency.

Required Information	License Application	Use of License	Use Exemption/Exception
Submission Schedule	7 months prior to need date	At least 30 days prior to planned export date	At least 30 days prior to planned export date
Description of Commodity (as it appears on the license)	X	X	X
Specific End Use	X		X
1) NASA license number (include date of expiration), International Traffic in Arms Regulation (ITAR) license exemption (e.g. 125.4(b)(3)) or Export Administration Regulation (EAR) exception (e.g. GOV, RPL, TMP, ENC, etc.). *		X	X
2) Quantity and description as it appears on the applicable license.	X	X	X
3) Date of planned export	X	X	X
4) Origin of export (Company and city).	X	X	X
5) Intermediate and Ultimate	X		

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Required Information	License Application	Use of License	Use Exemption/Exception
Consignees, End User (full name and address), and Destination of export (Country, city and company).			
6) Point of contact with current phone number and e-mail address (for technical questions – must be a representative of the contractor originating the export).	X	X	X
7) Contractor Point of contact, current e-mail address and phone number for CEA's use to send response	X	X	X
8) Export Classification Control Number (ECCN) under the Export Administration Regulations or category under the United States Munitions List regulations	X		X
9) The technical rationale used to support the classification	X		X
10) Requirement to export (i.e., MOU, contract number, meeting minutes). Upon request by the CEA or CO, the contractor shall provide a copy of the requirement within 3 working days	X		X
11) Additional information as necessary to clarify the export	X	X	X
12) A copy of the completed Pro Forma Invoice (JSC Form 1735) or equivalent form/ document attached to an email if prepared for the	X	X	X

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Required Information	License Application	Use of License	Use Exemption/Exception
export			
13) A copy of the completed electronically signed JSC Form 1724 (Export Control Request and Approval Worksheet) or equivalent form	X Signed by Civil Servant - Export Rep	X Copy of Signed form	X Signed by Civil Servant - Export Rep
NASA Point of Contact	X		X
Specific End Use	X	X	X

* Additional information is required for these exceptions.

- i. If using RPL, provide the license number, or copy of records confirming export authorization for the item being replaced.
- ii. If using ENC, provide reference to the manufacturer's record verifying eligibility for ENC (e.g. full internet address (URL), e-mail from manufacturer or copy of Commerce Department communication to manufacturer).
- iii. If using TMP, provide the expected return date. **

3. After all the information is submitted, the cognizant CEA's office will respond to the contractor or its subcontractor with a status within ten (10) working days. It is the CEA's goal to provide a notice of approval or other disposition within 10 working days for "Use of License" and "Use of Exemption/Exception" to the contractor or its subcontractors who are exporting on behalf of NASA. Once approved, NASA will provide the destination control statement to use on all export documentation via e-mail or hardcopy letter.

- (c) In addition to other applicable export exemptions, the contractor or its subcontractors are authorized to export hardware, software or data to ISS International Partner (IP) governmental offices that meet the conditions of license exception GOV (15 CFR 740.11(b)(2)(iii)(A)).
- (d) ** For temporary exports (TMP), the contractor or its subcontractors shipping on behalf of NASA shall submit written notice to the CEA and Contracting Officer within five (5) business days of the date that the item was actually returned, along with the incoming documentation.
- (e) The contractor or its subcontractors shall keep those records required by Department of Commerce and Department of State regulations for all exports and make them available upon request to NASA and its representatives.

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- (f) These requirements do not apply to contractor or subcontractor commercial contract related exports or exports pursuant to Technical Assistance Agreements or other license authorizations received by the contractor or its subcontractors and for which the contractor or its subcontractors will be the USPPI and/or "Exporter of Record."
- (g) These requirements do not apply to exports for which there is "No License Required" (e.g. EAR99, 9A004 to Canadian International Partners on ISS, etc.)
- (h) The contractor and its subcontractors shall report to the NASA JSC EST, in writing, any potential export issues (including those related to support of sustaining engineering and operations of ISS) that cannot be resolved by the contractor or its subcontractors, respectively. Such report and/or notification of issues and technical tasks should be reported to the NASA JSC EST at least three (3) months in advance of requested action.
- (i) Upon discovery of unforeseen adverse export issues, the contractor shall immediately notify NASA JSC EST by telephone with a follow up e-mail or hardcopy letter of said issue and shall report to the NASA JSC EST, in writing, as the facts become known.
- (j) This clause applies when the contractor or its subcontractors elect to export NASA owned Government Furnished Equipment and Property (GFE, GFP) (including data, software or hardware). In such instances, the contractor or its subcontractors are the USPPI. They shall provide verifiable evidence that a valid export license, exemption or exception has been processed and approved (as applicable). They shall also provide this information for additional property that is not GFE or GFP that the contractor or its subcontractors elect to include with the GFE and GFP.

(End of clause)

H.15 REPROCUREMENT DATA PACKAGE

The contractor shall provide a Data Reprourement Package in accordance with DRD MIC-PR-03.

(End of clause)

H.16 SUBCONTRACTING WITH RUSSIAN ENTITIES FOR GOODS OR SERVICES

- (a) Definitions: In this provision:

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- (1) The term “Russian entities” means:
- (A) Russian persons, or
 - (B) Entities created under Russian law or owned, in whole or in part, by Russian persons or companies including, but not limited to, the following:
 - (i) The Russian Federal Space Agency (Roscosmos),
 - (ii) Any organization or entity under the jurisdiction or control of Roscosmos, or
 - (iii) Any other organization, entity, or element of the Government of the Russian Federation.
- (2) The term “extraordinary payments” means payments in cash or in kind made or to be made by the United States Government prior to July 1, 2016, for work to be performed or services to be rendered prior to that date necessary to meet United States obligations under the Agreement Concerning Cooperation on the Civil International Space Station, with annex, signed at Washington January 29, 1998, and entered into force March 27, 2001, or any protocol, agreement, memorandum of understanding, or contract related thereto.
- (b) This clause implements the reporting requirement in section 6(i) of the Iran, North Korea, and Syria Nonproliferation Act. The provisions of this clause are without prejudice to the question of whether the Contractor or its subcontractor(s) are making extraordinary payments under section 6(a) or fall within the exceptions in section 7(1)(B) of the Act. NASA has applied the restrictions in the Act to include funding of Russian entities via U.S. Contractors.
- (c) (1) The Contractor shall not subcontract with Russian entities without first receiving written approval from the CO. In order to obtain this written approval to subcontract with any Russian entity as defined in paragraphs (a), the Contractor shall provide the CO with the following information related to each planned new subcontract and any change to an existing subcontract with entities that fit the description in paragraph (a):
- (A) A detailed description of the subcontracting entity, including its name, address, and a point of contact, as well as a detailed description of the proposed subcontract including the specific purpose of payments that will be made under the subcontract.

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- (B) The Contractor shall provide certification that the subcontracting entity is not, at the date of the subcontract approval request, on any of the lists of proscribed denied parties, specially designated nationals and entities of concern found at:

BIS's Listing of Entities of Concern (see

<http://www.access.gpo.gov/bis/ear/pdf/744spir.pdf>)

BIS's List of Denied Parties (see

<http://www.bis.doc.gov/dpl/Default.shtm>)

OFAC's List of Specially Designated Nationals (Adobe® PDF format) (see

<http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf>)

List of Unverified Persons in Foreign Countries (see

http://www.bis.doc.gov/Enforcement/UnverifiedList/unverified_parties.html)

State Department's List of Parties Statutorily Debarred for Arms Export Control Act Convictions (see

<http://www.pmddtc.state.gov/debar059.htm>)

State Department's Lists of Proliferating Entities (see

<http://www.state.gov/t/isn/c15231.htm>)

- (2) Unless relief is granted by the CO, the information necessary to obtain approval to subcontract shall be provided to the CO 30 business days prior to executing any planned subcontract with entities defined in paragraph (a).
- (d) After receiving approval to subcontract, the Contractor shall provide the CO with a report every six months that documents the individual payments made to an entity in paragraph (a). The reports are due on July 15th and January 15th. The July 15th report shall document all of the individual payments made from the previous January through June. The January 15th report shall document all of the individual payments made from the previous July through December. The content of the report shall provide the following information for each time a payment is made to an entity in paragraph (a):
- (1) The name of the entity
 - (2) The subcontract number
 - (3) The amount of the payment
 - (4) The date of the payment
- (e) The CO may direct the Contractor to provide additional information for any other prospective or existing subcontract at any tier. The CO may direct the

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Contractor to terminate for the convenience of the Government any subcontract at any tier with an entity described in paragraph (a), subject to an equitable adjustment.

- (f) Notwithstanding FAR 52.216-7, "Allowable Cost and Payments," on or after June 30, 2016 the Contractor shall be responsible to make payments to entities defined in paragraph (a) of this provision. Any subcontract with entities defined in paragraph (a), therefore, shall be completed in sufficient time to permit the U.S. Government to make extraordinary payments on subcontracts with Russian entities on or before June 30, 2016.
- (g) The Contractor shall include the substance of this clause in all its subcontracts, and shall require such inclusion in all other subcontracts of any tier. The Contractor shall be responsible to obtain written approval from the CO to enter into any tier subcontract that involves entities defined in paragraph (a).

(End of Clause)

H.17 TASK ORDER AMENDMENTS

Contracting Officer approval must be obtained by way of an approved task order amendment in cases where the contractor will 1) exceed the maximum authorized dollars, or 2) exceed total authorized hours, or 3) the task order does not contain a specified skill type, or skill level needed to perform the task order. Additional criteria for task order amendments may be provided by the Contracting Officer in each individual task order.

(End of clause)

H.18 ECONOMIC PRICE ADJUSTMENT – WAGE RATES CONTROLLED BY A FOREIGN GOVERNMENT (CLIN 2 IDIQ RATE TABLE – RUSSIAN RATES)

- (a) The contractor represents that the prices set forth in CLIN 2 IDIQ Rate Table of this contract
 - (1) Are based on wage rate(s) which are subject to adjustments established and controlled by the Government of Russia; and
 - (2) Do not include contingency allowances to pay for possible increases in wage rates or benefits for which this clause permits equitable adjustment.

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- (b) If wage rates or benefits are revised by the Russian Government, the Contracting Officer shall make an equitable adjustment in the contract price and shall modify the contract to the extent that the contractor's actual costs of performing this contract are increased or decreased, as a direct result of the revision, subject to the following:
- (1) For increases in established wage rates or benefits, the increase in contract unit price(s) shall be effective on the effective date of the Russian legislation having impact, if the Contracting Officer receives the contractor's written request for contract adjustment within 60 days of enactment of the new Russian law. If the contractor's request is received later, the effective date shall be the date that the Contracting Officer receives the contractor's request. Increases are subject to the availability of funds per NFS 1852.232-77 Limitation of Funds (Fixed-Price Contract).
 - (2) For decreases in established wage rates or benefits, the decrease in contract unit price(s) shall be effective on the effective date of the Russian legislation having impact, to the extent applicable to the contract unit prices.
- (c) No modification changing the contract unit price(s) shall be executed until the Contracting Officer has verified the applicable change in the rates or prices set by the Russian Government and the actual impacts to the contract unit prices. The contractor shall make available its books and records that support a requested change in contract price.
- (d) Failure to agree to any adjustment shall be a dispute under the Disputes clause of this contract.
- (e) No adjustment shall be made to the contract price that relates to any indirect, overhead, or fixed costs other than wages and fringe benefits. No adjustment shall be made to the contract price for profit or fee in association with an adjustment under this clause. Only the changes in direct service labor wages (and any benefits based directly on wages) shall be considered by the U.S. Government as basis for adjustment of the contract price.

(End of clause)

H.19 EXCHANGE RATE ADJUSTMENT – LABOR (CLIN 2 IDIQ RATE TABLE – RUSSIAN RATES)

- (a) As part of the negotiation of each delivery order under this contract involving CLIN 2, Russian Rates, the contractor shall notify the Contracting Officer if the U.S. Dollar/Russian Ruble exchange rate has either increased or decreased beyond the threshold indicated in (d)(1)(i), based on exchange rate fluctuations between the U.S. Dollar and the Russian Ruble.

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- (b) "Unit prices" for purposes of this clause are defined as each separate labor category identified as "Russian" in Clause B.4, IDIQ Orders, CLIN 2 IDIQ Rate Table (Russian Rates). The notice shall include the contractor's proposal for an adjustment to the unit prices applicable to the new delivery order. The notice shall include supporting data, in the form required by the Contracting Officer, including the amount of the increase or decrease in the exchange rate and the impact to the delivery order by unit price and in total.
- (c) The exchange rate values published by the Central Bank of Sweden shall be used to negotiate an adjustment to the delivery order unit prices. The exchange rate on the date the contract is signed shall be the baseline value in calculating the adjustment, which is *[to be filled in at contract award]* rubles to one U.S. Dollar.

For example, if the exchange rate on the day of contract award is 30 rubles to \$1 US, and on the date a task order proposal is received the exchange rate is 33 rubles per \$1 US or 27 rubles per \$1 US, this represents a delta of 10%, which supports an adjustment to the rates used in the delivery order currently being negotiated.

- (d) Any price adjustment under this clause is subject to the Limitation of Funds clause and the following limitations:
- (1) Any adjustment shall be limited to the unit prices applicable to the task order under negotiation, adjusted from the unit prices shown in Clause B.4, IDIQ Orders, CLIN 2 IDIQ Rate Table (Russian Rates). There shall be no adjustment for --
 - (i) Changes in the published exchange rate not equal to or exceeding plus or minus 10% of the baseline exchange rate specified in this clause;
 - (ii) Changes in unit prices other than those shown in Clause B.4, IDIQ Orders, CLIN 2 IDIQ Rate Table; or
 - (iii) Changes in the quantities of labor used.
- (e) The Contracting Officer may examine the contractor's books, records, and other supporting data relevant to the cost of labor (including fringe benefits) during all reasonable times until the end of 3 years after the date of final payment under this contract or the time periods specified in Subpart 4.7 of the Federal Acquisition Regulation (FAR), whichever is earlier.

(End of clause)

[END OF SECTION]

SECTION I

CONTRACT CLAUSES

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PART II - CONTRACT CLAUSES**SECTION I - CONTRACT CLAUSES****I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.202-1	JUL 2004	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	SEP 2006	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	SEP 2007	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.203-13	DEC 2008	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.204-7	APR 2008	CENTRAL CONTRACTOR REGISTRATION
52.204-9	SEP 2007	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL
52.209-6	SEP 2006	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.211-15	APR 2008	DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS

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CLAUSE NUMBER	DATE	TITLE
52.215-2	MAR 2009	AUDIT AND RECORDS - NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-11	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA - MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA - MODIFICATIONS
52.215-14	OCT 1997	INTEGRITY OF UNIT PRICES
52.215-15	OCT 2004	PENSION ADJUSTMENTS AND ASSET REVERSIONS
52.215-18	JUL 2005	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS
52.215-21	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA – MODIFICATIONS AND ALTERNATES II (OCT 1997) & III (OCT 1997) <i>Insert (Alt III): 3.5" Disk(s), USB Port(s), or CD- ROM(s)</i>
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT <i>Applies only to direct travel and material as authorized in task orders.</i>
52.216-18	OCT 1995	ORDERING <i>Insert: See Clause F.2 Period of Performance</i>
52.216-19	OCT 1995	ORDER LIMITATIONS <i>Insert: (a) \$1,000, (b)(1) \$100,000,000, (b)(2) \$100,000,000 (b)(3) 5, (d) 5</i>
52.216-22	OCT 1995	INDEFINITE QUANTITY <i>Insert: See Clause F.2 Period of Performance</i>
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES <i>Insert: 60 days</i>
52.217-9	MAR 2000	OPTION TO EXTEND THE TERM OF THE CONTRACT <i>Insert: (a) 60 days, 60 days; (b) 3 months 7 years</i>
52.219-6	JUN 2003	NOTICE OF SMALL BUSINESS SET-ASIDE
52.219-8	MAY 2004	UTILIZATION OF SMALL BUSINESS CONCERNS

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CLAUSE NUMBER	DATE	TITLE
52.219-14	DEC 1996	LIMITATIONS ON SUBCONTRACTING
52.219-28	APR 2009	POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-3	JUN 2003	CONVICT LABOR
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	MAR 2007	EQUAL OPPORTUNITY
52.222-29	JUN 2003	NOTIFICATION OF VISA DENIAL
52.222-35	SEP 2006	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	SEP 2006	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-41	NOV 2007	SERVICE CONTRACT ACT OF 1965
52.222-43	SEP 2009	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT – PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)
52.222-50	FEB 2009	COMBATING TRAFFICKING IN PERSONS
52.222-54	JAN 2009	EMPLOYMENT ELIGIBILITY VERIFICATION
52.223-5	AUG 2003	POLLUTION PREVENTION & RIGHT-TO- KNOW INFORMATION AND ALTERNATES I (AUG 2003) AND II (AUG 2003)
52.223-6	MAY 2001	DRUG FREE WORKPLACE
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.223-14	AUG 2003	TOXIC CHEMICAL RELEASE REPORTING
52.225-1	FEB 2009	BUY AMERICAN ACT – SUPPLIES
52.225-13	JUN 2008	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-1	DEC 2007	AUTHORIZATION AND CONSENT (ALTERNATE I) (APR 1984)

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CLAUSE NUMBER	DATE	TITLE
52.227-2	DEC 2007	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-11	DEC 2007	PATENT RIGHTS – RETENTION BY THE CONTRACTOR (SHORT FORM) AS MODIFIED BY NFS 1852.227-11
52.227-14	DEC 2007	RIGHTS IN DATA-GENERAL AS MODIFIED BY NFS 1852.227-14 AND ALTERNATES II (DEC 2007) AND III (DEC 2007) <i>Insert (Alt II): See Clause I.17</i>
52.227-16	JUN 1987	ADDITIONAL DATA REQUIREMENTS
52.228-5	JAN 1997	INSURANCE – WORK ON A GOVERNMENT INSTALLATION
52.229-3	APR 2003	FEDERAL, STATE, AND LOCAL TAXES
52.229-6	JUN 2003	TAXES – FOREIGN FIXED-PRICE CONTRACTS
52.232-1	APR 1984	PAYMENTS <i>Insert: (c) Invoices may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer).</i>
52.232-8	FEB 2002	DISCOUNTS FOR PROMPT PAYMENT
52.232-9	APR 1984	LIMITATION ON WITHHOLDING OF PAYMENTS
52.232-11	APR 1984	EXTRAS
52.232-17	OCT 2008	INTEREST
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2008	PROMPT PAYMENT
52.232-33	OCT 2003	PAYMENT BY ELECTRONIC FUNDS TRANSFER – CENTRAL CONTRACTOR REGISTRATION
52.233-1	JUL 2002	DISPUTES (ALTERNATE I) (DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.242-13	JUL 1995	BANKRUPTCY

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CLAUSE NUMBER	DATE	TITLE
52.243-1	AUG 1987	CHANGES-FIXED PRICE (ALTERNATE I) (APR 1984)
52.244-2	JUN 2007	SUBCONTRACTS
52.244-6	MAR 2009	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-1	JUN 2007	GOVERNMENT PROPERTY
52.245-9	JUN 2007	USE AND CHARGES
52.246-25	FEB 1997	LIMITATION OF LIABILITY -- SERVICES
52.247-63	JUN 2003	PREFERENCE FOR U.S.-FLAG AIR CARRIER
52.247-64	FEB 2006	PREFERENCE FOR PRIVATELY OWNED U.S.- FLAG COMMERCIAL VESSELS
52.248-1	FEB 2000	VALUE ENGINEERING
52.249-2	MAY 2004	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)
52.249-8	APR 1984	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)
52.251-1	APR 1984	GOVERNMENT SUPPLY SOURCES
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.203-70	JUN 2001	DISPLAY OF INSPECTOR GENERAL HOTLINE POSTERS
1852.209-72	DEC 1988	COMPOSITION OF THE CONTRACTOR
1852.216-89	JUL 1997	ASSIGNMENT AND RELEASE FORMS
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.223-74	MAR 1996	DRUG- AND ALCOHOL-FREE WORKPLACE
1852.228-75	OCT 1998	MINIMUM INSURANCE COVERAGE
1852.235-70	DEC 2006	CENTER FOR AEROSPACE INFORMATION
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.242-78	APR 2001	EMERGENCY MEDICAL SERVICES AND EVACUATION
1852.243-71	MAR 1997	SHARED SAVINGS

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I.2 FAR 52.204-1 APPROVAL OF CONTRACT (DEC 1989)

This contract is subject to the written approval of the Procurement Officer for the NASA Johnson Space Center and shall not be binding until so approved.

(End of clause)

I.3 FAR 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

(a) The contractor shall make the following notifications in writing:

- (1) When the contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.
- (2) The contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The contractor shall—

- (1) Maintain current, accurate, and complete inventory records of assets and their costs;
- (2) Provide the ACO or designated representative ready access to the records upon request;
- (3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the contractor's ownership changes; and
- (4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each contractor ownership change.

(c) The contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of clause)

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**I.4 FAR 52.222-39 NOTIFICATION OF EMPLOYEE RIGHTS
CONCERNING PAYMENT OF UNION DUES OR FEES (DEC 2004)**

(a) *Definition.* As used in this clause—

“United States” means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) Except as provided in paragraph (e) of this clause, during the term of this contract, the contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)).

Notice to Employees

Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.

If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:

National Labor Relations Board
Division of Information
1099 14th Street, N.W.
Washington, DC 20570
1-866-667-6572
1-866-316-6572 (TTY)

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To locate the nearest NLRB office, see NLRB's website at <http://www.nlr.gov>.

- (c) The contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR Part 470, and orders of the Secretary of Labor.
- (d) In the event that the contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the contractor ineligible for further Government contracts in accordance with procedures at 29 CFR Part 470, Subpart B—Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR Part 470, which implements Executive Order 13201, or as are otherwise provided by law.
- (e) The requirement to post the employee notice in paragraph (b) does not apply to—
 - (1) Contractors and subcontractors that employ fewer than 15 persons;
 - (2) Contractor establishments or construction work sites where no union has been formally recognized by the contractor or certified as the exclusive bargaining representative of the contractor's employees;
 - (3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements;
 - (4) Contractor facilities where upon the written request of the contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the contractor's facilities if the Deputy Assistant Secretary finds that the contractor has demonstrated that—
 - (i) The facility is in all respects separate and distinct from activities of the contractor related to the performance of a contract; and
 - (ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or
 - (5) Work outside the United States that does not involve the recruitment or employment of workers within the United States.
- (f) The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The contractor shall—
 - (1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-5605, Washington, DC 20210, or from any field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;
 - (2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or

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- (3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.
- (g) The contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c). For indefinite quantity subcontracts, the contractor shall include the substance of this clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR Part 470, Subpart B—Compliance Evaluations, Complaint Investigations and Enforcement Procedures, the Secretary of Labor may direct the contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

(End of clause)

I.5 FAR 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only: *It is not a Wage Determination.*

Employee Class	Monetary Wage-Fringe Benefits
See Section J, Attachment J-2, DOL Wage Determination	

(End of clause)

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I.6 RESERVED**I.7 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of clause)

I.8 FAR 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the clause.

The use in this solicitation or contract of any NASA FAR Supplement Regulation (48 CFR Chapter 18) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

(End of clause)

**I.9 NFS 1852.204-76 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (OCT 2009)
(DEVIATION)**

(a) The Contractor shall protect the confidentiality, integrity, and availability of NASA Electronic Information and IT resources and protect NASA Electronic Information from unauthorized disclosure.

(b) This clause is applicable to all NASA contractors and subcontractors that process, manage, access, or store unclassified electronic information, to include Sensitive But Unclassified (SBU) information, for NASA in support of NASA’s missions, programs, projects and/or institutional requirements. Applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL) provided as an attachment to the contract. The documents listed in the ADL can be found at:

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www.nasa.gov/offices/ocio/itsecurity/index.html. For policy information considered sensitive, the documents will be identified as such in the ADL and made available through the Contracting Officer.

(c) Definitions

- (1) IT resources means any hardware or software or interconnected system or subsystem of equipment, that is used to process, manage, access, or store electronic information.
- (2) NASA Electronic Information is any data (as defined in the Rights in Data clause of this contract) or information (including information incidental to contract administration, such as financial, administrative, cost or pricing, or management information) that is processed, managed, accessed or stored on an IT system(s) in the performance of a NASA contract.
- (3) IT Security Management Plan -- This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract.
- (4) IT Security Plan -- this is a FISMA requirement; see the ADL for applicable requirements.

Within 30 days after contract award, the Contractor shall develop and deliver an IT Security Management Plan. The delivery address and approval authority will be included in the ADL.

All contractor personnel requiring physical or logical access to NASA IT resources must complete NASA's annual IT Security Awareness training. Refer to the IT Training policy located in the IT Security website at <https://itsecurity.nasa.gov/policies/index.html>.

- (d) The Contractor shall afford Government access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection (to include vulnerability testing), investigation and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA Electronic Information or to the function of IT systems operated on behalf of NASA, and to preserve evidence of computer crime.
- (e) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the Contractor during the performance of the contract in accordance with retention documentation available in the ADL. The Contractor shall provide a listing of all NASA

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Electronic information and IT resources generated in performance of the contract. At that time, the Contractor shall request disposition instructions from the Contracting Officer. The Contracting Officer will provide disposition instructions within 30 calendar days of the contractor's request.

- (f) The Contracting Officer may waive specific requirements of this clause upon request of the contractor. The Contractor shall provide all relevant information requested by the Contracting Officer to support the waiver request.

The Contractor shall insert this clause, including this paragraph in all subcontracts that process, manage, access or store NASA Electronic Information in support of the mission of the Agency.

(End of clause)

I.10 NFS 1852.215-84 OMBUDSMAN (OCT 2003) AND ALTERNATE I (JUNE 2000)

- (a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the pre-award and post-award phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the Contracting Officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution.
- (b) If resolution cannot be made by the Contracting Officer, interested parties may contact the Installation Ombudsman, Melanie Saunders, address 2101 NASA Parkway, Houston, Texas; at 281-483-0490, facsimile 281-483-2200, and e-mail melanie.saunders-1@nasa.gov. Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA Ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083, e-mail james.a.balinskas@nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

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- (c) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

(End of clause)

I.11 NFS 1852.219-76 NASA 8 PERCENT GOAL (JUL 1997)

(a) Definitions.

“Historically Black Colleges or University,” as used in this clause, means an institution determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

“Minority institutions,” as used in this clause, means an institution of higher education meeting the requirements of section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1135d-5(3)) which for the purposes of this clause includes a Hispanic-serving institution of higher education as defined in section 316(b)(1) of the Act (20 U.S.C. 1059c(b)(1)).

“Small disadvantaged business concern,” as used in this clause, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR 124.

“Women-owned small business concern,” as used in this clause, means a small business concern (1) which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women, and (2) whose management and daily business operations are controlled by one or more women.

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- (b) The NASA Administrator is required by statute to establish annually a goal to make available to small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns, at least 8 percent of NASA's procurement dollars under prime contracts or subcontracts awarded in support of authorized programs, including the space station by the time operational status is obtained.
- (c) The contractor hereby agrees to assist NASA in achieving this goal by using its best efforts to award subcontracts to such entities to the fullest extent consistent with efficient contract performance.
- (d) Contractors acting on good faith may rely on written representations by their subcontractors regarding their status as small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns.

(End of clause)

I.12 NFS 1852.237-72 ACCESS TO SENSITIVE INFORMATION (JUN 2005)

- (a) As used in this clause, "sensitive information" refers to information that a contractor has developed at private expense, or that the Government has generated that qualifies for an exception to the Freedom of Information Act, which is not currently in the public domain, and which may embody trade secrets or commercial or financial information, and which may be sensitive or privileged.
- (b) To assist NASA in accomplishing management activities and administrative functions, the contractor shall provide the services specified elsewhere in this contract.
- (c) If performing this contract entails access to sensitive information, as defined above, the contractor agrees to –
 - (1) Utilize any sensitive information coming into its possession only for the purposes of performing the services specified in this contract, and not to improve its own competitive position in another procurement.
 - (2) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.
 - (3) Allow access to sensitive information only to those employees that need it to perform services under this contract.

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- (4) Preclude access and disclosure of sensitive information to persons and entities outside of the contractor's organization.
 - (5) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure.
 - (6) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.
 - (7) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.
- (d) The contractor will comply with all procedures and obligations specified in its Organizational Conflicts of Interest Avoidance Plan, which this contract incorporates as a compliance document.
 - (e) The nature of the work on this contract may subject the contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of Government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the contractor's performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the contractor for serious misconduct affecting present responsibility as a Government contractor.
 - (f) The contractor shall include the substance of this clause, including this paragraph (f), suitably modified to reflect the relationship of the parties, in all subcontracts that may involve access to sensitive information.

(End of clause)

I.13 NFS 1852.237-73 RELEASE OF SENSITIVE INFORMATION (JUNE 2005)

- (a) As used in this clause, "sensitive information" refers to information, not currently in the public domain, that the contractor has developed at private expense, that may embody trade secrets or commercial or financial information, and that may be sensitive or privileged.
- (b) In accomplishing management activities and administrative functions, NASA

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relies heavily on the support of various service providers. To support NASA activities and functions, these service providers, as well as their subcontractors and their individual employees, may need access to sensitive information submitted by the contractor under this contract. By submitting this proposal or performing this contract, the contractor agrees that NASA may release to its service providers, their subcontractors, and their individual employees, sensitive information submitted during the course of this procurement, subject to the enumerated protections mandated by the clause at NFS 1852.237-72, Access to Sensitive Information.

- (c)(1) The contractor shall identify any sensitive information submitted in support of this proposal or in performing this contract. For purposes of identifying sensitive information, the contractor may, in addition to any other notice or legend otherwise required, use a notice similar to the following:

Mark the title page with the following legend:

This proposal or document includes sensitive information that NASA shall not disclose outside the Agency and its service providers that support management activities and administrative functions. To gain access to this sensitive information, a service provider's contract must contain the clause at NFS 1852.237-72, Access to Sensitive Information. Consistent with this clause, the service provider shall not duplicate, use, or disclose the information in whole or in part for any purpose other than to perform the services specified in its contract. This restriction does not limit the Government's right to use this information if it is obtained from another source without restriction. The information subject to this restriction is contained in pages [insert page numbers or other identification of pages].

Mark each page of sensitive information the contractor wishes to restrict with the following legend:

Use or disclosure of sensitive information contained on this page is subject to the restriction on the title page of this proposal or document.

- (2) The Contracting Officer shall evaluate the facts supporting any claim that particular information is "sensitive." This evaluation shall consider the time and resources necessary to protect the information in accordance with the detailed safeguards mandated by the clause at NFS 1852.237-72, Access to Sensitive Information. However, unless the Contracting Officer decides, with the advice of Center counsel, that reasonable grounds exist to challenge the contractor's claim that particular information is sensitive, NASA and its service providers and their employees shall comply with all of the safeguards contained in paragraph (d) of this clause.

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- (d) To receive access to sensitive information needed to assist NASA in accomplishing management activities and administrative functions, the service provider must be operating under a contract that contains the clause at NFS 1852.237-72, Access to Sensitive Information. This clause obligates the service provider to do the following:
- (1) Comply with all specified procedures and obligations, including the Organizational Conflicts of Interest Avoidance Plan, which the contract has incorporated as a compliance document.
 - (2) Utilize any sensitive information coming into its possession only for the purpose of performing the services specified in its contract.
 - (3) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.
 - (4) Allow access to sensitive information only to those employees that need it to perform services under its contract.
 - (5) Preclude access and disclosure of sensitive information to persons and entities outside of the service provider's organization.
 - (6) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in its contract and to safeguard it from unauthorized use and disclosure.
 - (7) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.
 - (8) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.
- (e) When the service provider will have primary responsibility for operating an information technology system for NASA that contains sensitive information, the service provider's contract shall include the clause at NFS 1852.204-76, Security Requirements for Unclassified Information Technology Resources. The Security Requirements clause requires the service provider to implement an Information Technology Security Plan to protect information processed, stored, or transmitted from unauthorized access, alteration, disclosure, or use. Service provider personnel requiring privileged access or limited privileged access to these information technology systems are subject to screening using the standard National Agency Check (NAC) forms appropriate to the level of

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risk for adverse impact to NASA missions. The Contracting Officer may allow the service provider to conduct its own screening, provided the service provider employs substantially equivalent screening procedures.

- (f) This clause does not affect NASA's responsibilities under the Freedom of Information Act.
- (g) The contractor shall insert this clause, including this paragraph (g), suitably modified to reflect the relationship of the parties, in all subcontracts that may require the furnishing of sensitive information.

(End of clause)

**I.14 NFS 1852.243-70 ENGINEERING CHANGE PROPOSALS (OCT 2001)
ALTERNATE I (JUL 1997)**

- (a) Definitions.
 "ECP" means an Engineering Change Proposal (ECP) which is a proposed engineering change and the documentation by which the change is described, justified, and submitted to the procuring activity for approval or disapproval.
- (b) Either party to the contract may originate ECPs. Implementation of an approved ECP may occur by either a supplemental agreement or, if appropriate, as a written change order to the contract.
- (c) Any ECP submitted to the Contracting Officer shall include a "not-to-exceed" price increase or decrease adjustment amount, if any, and the required time of delivery or period of performance adjustment, if any, acceptable to the originator of the ECP. If the change is originated within the Government, the Contracting Officer shall obtain a written agreement with the contractor regarding the "not-to-exceed" price and delivery or period of performance adjustments, if any, prior to issuing an order for implementation of the change.
- (d) After submission of a contractor initiated ECP, the contracting officer may require the contractor to submit the following information:
 - (1) Cost or pricing data in accordance with FAR 15.403-5 if the proposed change meets the criteria for its submission under FAR 15.403-4; or
 - (2) Information other than cost or pricing data adequate for contracting officer determination of price reasonableness or cost realism. The contracting officer reserves the right to request additional information if that provided by the contractor is considered inadequate for that purpose. If the contractor claims applicability of one of the exceptions to submission of cost or pricing

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data, it shall cite the exception and provide rationale for its applicability.

- (e) If the ECP is initiated by NASA, the contracting officer shall specify the cost information requirements, if any.
- (f) If the price adjustment proposed for any contractor-originated ECP is \$100,000 or less, the ECP shall be executed with no adjustment to the contract price.

(End of clause)

I.15 TECHNICAL INFORMATION RELEASES AND PUBLICATIONS

As authorized by paragraph (d)(1) of the Rights in Data-General Clause (FAR 52.227-14) of this contract, the following exception shall apply:

During the performance of this contract, if data relating to this contract is planned for use in oral or written presentations, professional meetings, seminars, or in articles to be published in professional, scientific, and technical journals and similar media, the contractor shall assure that an advance information copy of the presentation or article is sent to the ISS Program in accordance with NF1676JSC, JSC Approval of Scientific and Technical Information for External Release, to have the benefit of advance information concerning accomplishments of interest, and will provide the ISS Program an opportunity to make suggestions to the contractor concerning revisions if it is considered that such comments might be useful to the contractor to help assure the technical accuracy of the information to be presented or published. The information copy will be forwarded to the technical monitor of the contract at least four weeks in advance of the date the author intends to give the presentation or submit the article for publication.

The advance information copy may be submitted in the format or medium, which will be utilized in its ultimate release.

(End of clause)

I.16 DATA RIGHTS NOTICE

- (a) Any proposal submitted during the course of contract performance must expressly identify any computer software or technical data that is to be provided with less than unlimited data rights. The contractor shall notify the Contracting Officer in writing prior to incorporating any item, component, subcomponent, process, or software, wherein the related technical data or computer software qualifies as limited rights data or restricted computer

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software in accordance with Alternate II and III of FAR 52.227-14 and NFS 1852.227-86. This notification does not apply to commercial off-the-shelf (shrink-wrapped) computer software, and corresponding documentation, that has a standard commercial license unless the software is to be incorporated as a subcomponent in a developmental effort.

- (b) Technical data and computer software delivered shall not be marked with restrictive legends unless the Contracting Officer has given prior written consent.
- (c) All license agreements shall be compliant with Federal laws, regulations and the terms and conditions of this contract and shall be transferable to the Government upon completion of the contract without additional cost to the Government. One copy of the final negotiated license agreement shall be forwarded to the Contracting Officer within 30 days of agreement to ensure compliance.

(End of clause)

I.17 LIMITED RIGHTS DATA NOTICE

(See Alternate II of the FAR 52.227-14, Rights in Data-General, as modified by NFS 1852.227-14.)

- (a) These data are submitted with limited rights under Government Contract No. TBD (and subcontract TBD, if appropriate). These data may be reproduced and used by the Government with the express limitation that they will not, without written permission of the contractor, be used for purposes of manufacture nor disclosed outside the Government; except that the Government may disclose these data outside the Government for the following purposes, provided that the Government makes such disclosure subject to prohibition against further use and disclosure:
 - 1. Use (except for manufacture) by support service contractors.
 - 2. Evaluation by nongovernment evaluators.
 - 3. Use (except for manufacture) by other contractors participating in the Government's program of which the specific contract is a part, for information and use in connection with the work performed under each contract.
 - 4. Emergency repair or overhaul work.

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5. Release to a foreign government, or instrumentality thereof, as the interests of the United States Government may require, for information or evaluation, or for emergency repair or overhaul work by such government.
- (b) This notice shall be marked on any reproduction of these data, in whole or in part.

(End of clause)

I.18 ACCESS TO CONTRACTOR DATA

- (a) "Data" for purposes of this clause, means recorded information, regardless of the form or media on which it may be recorded. The term includes technical data; computer software; and information incidental to contract administration, such as financial, administrative, cost or pricing, or management information. Types of data contained in the definition also include contractor internal audits of any discipline, system, or task, which directly or indirectly supports the performance of this contract as well as data from any audit of subcontractor(s) performing this contract. These examples are illustrative and are not to be construed as a limitation on the definition of data.
- (b) The Contracting Officer or designee shall, through closeout, have access to and the right to examine any of the data produced or specifically used in the performance of this contract. The purpose of this access provision is to permit the Government to monitor the contractor's performance under this contract and to permit sampling of contractor data to verify requirements compliance and continuous improvement without unduly increasing the number of data deliverables to this contract.
- (c) The contractor shall make available at all reasonable times for Government inspection all existing Government data provided to the contractor and any data first produced or used in the performance of this contract for examination through closeout. Moreover, information provided by the contractor on this system shall contain all necessary technical and business application data to determine the degree to which contract requirements are met.
- (d) Except for software systems being provided as part of this contract, the contractor shall maintain all data on a commercially available system for information management that is easily accessible by NASA. For the purposes of this clause, "commercially available system" is defined as a system comprised of a commercial off-the-shelf (COTS) database management system with its associated reporting/query tools, and a COTS text and

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graphics viewer software package. The contractor must obtain the approval of the Contracting Officer prior to using any noncommercial system for information management of data generated under this contract. As part of this request, the contractor must justify why no commercial system to manage information is adequate for this contract. If use of a noncommercial system is approved, then the contractor shall demonstrate the system to the Government and provide thorough training to Government personnel to ensure they are able to access (i.e., read and copy) all data maintained on the system.

- (e) The contractor shall provide the Government unimpeded access to all areas determined by Government representatives as necessary for surveillance, audit and independent evaluation purposes. In those instances that access is restricted due to hazards or other personnel access limitations, the contractor shall accommodate Government personnel such that access is provided and operational safety is not compromised.
- (f) Notwithstanding the *Additional Data Requirements* clause, the Government shall have the right to reproduce any data found during the examination that it wishes to retain. The Government will reimburse reproduction costs only when it uses contractor equipment for the reproduction. The Government shall retain no greater rights in the reproduced data than it would have under the *Rights in Data--General* clause.
- (g) The contractor shall describe the areas of its internal systems where NASA access will be permitted, define access and interface requirements, and provide NASA the required training to be able to access and use these systems.
- (h) The contractor shall flow this clause to all cost type subcontracts.

(End of clause)

I.19 PIV CARD ISSUANCE PROCEDURES in accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

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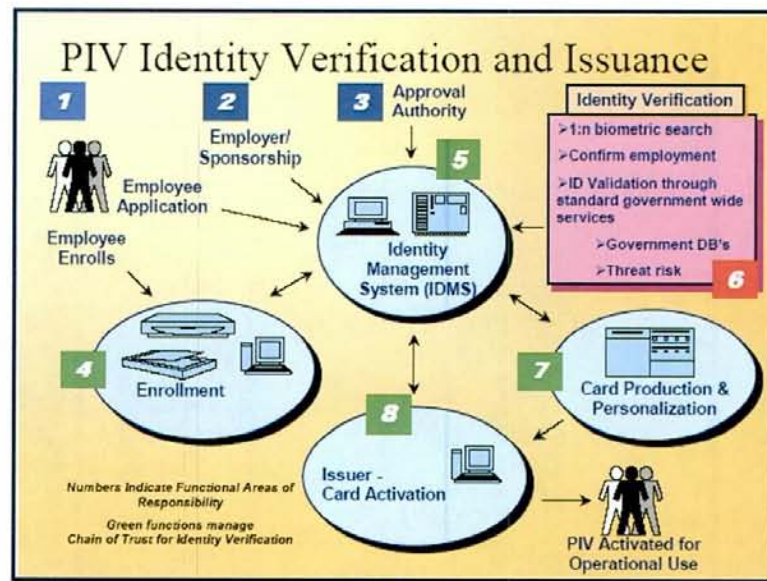


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication. .

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After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access

Step 2:

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal¹ or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4:

Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure that a check has been performed with the National Crime Information Center

¹ A non-PIV government identification badge, including the NASA Photo Identification Badge, **MAY NOT BE USED** for the original issuance of a PIV vetted credential

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(NCIC) and Interstate Identification Index. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

Step 5:

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

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**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A
COMPLETED AND ADJUDICATED NAC AT THE TIME OF
ENTRANCE ON DUTY**

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 and 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

(End of clause)

[END OF SECTION]

SECTION J
List of Attachments

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ATTACHMENT J-1

Data Requirements List and Data Requirements Descriptions

DATA REQUIREMENTS LIST (DRL) AND DATA REQUIREMENTS DESCRIPTIONS (DRD)

The following pages set out the documentation requirements of this contract, starting with a DRL, which is an index to the DRDs. Each DRD prescribes the required data product content, schedule, type, and other particulars for specific data submission requirements.

DRL Line #	DRD #	DATA TYPE	DRD TITLE	REVISED BY
	MIC-CM		CM – Configuration Management	
	01	1	Configuration Management Plan	
	02	3	Configuration Management Desk Instructions	
	MIC-EC		EC – Export Control	
	01	2	Export Control Audit Results	
	02	2	Export Control Plan	
	MIC-II		II - Russian Language and Logistics Services (RLLS)	
	01	1	Language Training Curricula for NASA/JSC Civil Servants	
	02	1	Language Training for Crew Members & Curricula for NASA/JSC Contractor Programs	
	03	3	Records Archive for Language Training Materials	
	04	2	Language Program Plan for Integration with Colleagues in Russia	
	MIC-IT		IT - Information Technology	
	01	1	IT Management Plan	
	02	1	IT Security Plan and Reports	
	MIC-MI		MI - Mission Integration	
	01	3	User Guides for Mission Integration Database Applications System (MIDAS)	
	02	1	Requirements Document for the Mission Integration Database Applications System (MIDAS)	
	03	2	Design Document for the Mission Integration Application System (MIDAS)	
	04	2	Discrepancy and New Requirement Tracking for Mission Integration Database Application Tool	
	05	2	MIC Curated Website Inventory	
	MIC-PC		PC - Program Control and Business Management	
	01	3	Financial Management Reporting	
	02	3	Workforce Reports	
	03	1	Work Breakdown Structure (WBS) and Dictionary	
	04	2/3	Integrated Mission Integration & Operations Office Schedules	
	MIC-PM		PM - Program Management	
	01	1	Mission Integration Contract Program Management Plan	
	02	3	Integrated Management Review	
	03	1	Mission Integration Phase-In Plan	
	04	1/3	Performance Assessment Plan and Performance Assessment Reports	
	05	3	Organization Chart	
	06	1	Certification of Flight Readiness (CoFR) Implementation Plan	
	07	3	Environmental and Energy Consuming Product Compliance Reports	

DRL Line #	DRD #	DATA TYPE	DRD TITLE	REVISED BY
	MIC-PR		PR - Procurement	
	01	1	Contract Close-out Plan	
	02	3	Wage/Salary & Fringe Benefit Data	
	03	2	Reprocurement Data Package	
	04	1	Task Order Plan	
	MIC-SA		SA-Safety Assurance	
	01	1	Mission Assurance and Risk Management (MA&RM) Plan	
	02	1	Safety & Health (S&H) Plan	
	03	2	Monthly Safety and Health Metrics	
	04	3	Safety and Health Program Self Evaluation	

Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for this contract. The contractor shall furnish data defined by the DRDs listed on the Data Requirements List (DRL) by category of data. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) regulation or clause, the regulation will take precedence over the DPD, per FAR 52.215.33. NASA-Owned/Contractor-Held records shall be managed by the contractor in accordance with Title 36 of the Code of Federal Regulations, Chapter XII B, Records Management, and NPD 1440.6, NASA Records Management Program. The records shall be organized in accordance with the instructions in NPR 1441.1, NASA Records Retention Schedules, as applicable. The contractor shall disposition records and non-records in accordance with NPR 1441.1, which has been approved by NASA and the National Archives and Records Administration (NARA). All questions on records management issues shall be directed through the Contracting Officer to the ISS Records Liaison Officer (RLO).

Documents included as applicable documents in this DPD are the issue specified in the Statement of Work, and form a part of the DPD to the extent specified herein. References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

DESCRIPTION

This document identifies and defines the requirements and data types for information and data required under this contract.

The Data Requirement Descriptions (DRDs) define, by an individual DR, the information and data required for each deliverable document.

The data types are used to identify the approval and control required for each DR. The Data Requirements List (DRL) is an index of all the DRs by category.

Documentation submitted pursuant to this clause may incorporate references to other current approved documentation, provided the references are adequate and include such identification elements as title, document number, and approval date (where applicable). However, if the pertinent information is of relatively minor size, the contractor shall incorporate the information itself, in lieu of using a reference. The contractor shall assure that any referenced information is readily available to appropriate users of the submitted document.

DATA TYPES

For the purpose of this clause, the following information/documentation types are applicable:

Type 1 That information and documentation which requires NASA approval prior to release. Approved type 1 information and documentation shall be controlled, and deviations from or changes to the concepts, techniques, and/or requirements stated therein shall require NASA approval prior to implementation. All work under this contract covered by approved type 1 documents shall be performed in accordance with those approved documents. The Contracting Officers Technical Representative will have approval authority and will sign the data prior to its release. Contractually binding documents will not be implemented nor revised without contractual authorization.

Type 2 That information and documentation for which NASA reserves a time-limited right to disapprove, in whole or in part. Type 2 data shall be submitted to JSC for review not less than 30 calendar days prior to its release for use or implementation. The contractor shall clearly identify the release target date in the "submitted for review" transmittal. If the contractor has not received any comment prior to the released target date, the document may be released for appropriate use. Any NASA comment received shall be appropriately dispositioned before the document is to be used. Type 2 data may be approved by NASA prior to its submittal.

Type 3 That information and documentation which is provided to NASA for surveillance, information, review, and/or management control. This information does not require formal NASA review and approval. Information in this category would include design solutions, status, and cost/schedule reporting; analyses and test results, handbooks; and other designated lists, reports, etc.

Type 1 submissions shall be marked "TYPE 1 PRELIMINARY pending NASA approval or Type I APPROVED BY NASA, as appropriate." Additional special designations and deviations may be required on specific submissions in accordance with configuration management requirements.

Type 2 submissions shall be marked "TYPE 2 PRELIMINARY - RELEASE TARGET DATE, xx/xx/xx" or "TYPE 2 FINAL - NASA COMMENTS INCLUDED" or "TYPE 2 FINAL DOCUMENT," where NASA comments were not received.

NOTE: Documents submitted under this clause, even though directly (Type 1) or implicitly (Type 2) approved by NASA, shall not take precedence over the specifications as set out in the Statement of Work, Section C.

The contractor shall normally deliver a complete revised Type 1 or Type 2 data requirement with NASA comments incorporated within 45 days of receipt of comments.

Type 3 submissions shall be marked "TYPE 3 DOCUMENT - FOR INFORMATION, SURVEILLANCE, REVIEW OR MANAGEMENT CONTROL".

NUMBER OF COPIES AND DISTRIBUTION REQUIREMENTS

The contractor shall provide one copy of each DR to the standard distribution list shown in Block 8 of the DRDs. Additional distribution shall be made as directed, in writing, by the Contracting Officer. The number of copies required will not exceed the limits set forth in NFS 1852.208-81, Restrictions on Printing and Duplicating, without prior Contracting Officer approval. Data Transmittal Forms will be used to confirm delivery of electronically resident DR deliverables.

ELECTRONIC FORMAT

DRDs shall be maintained electronically in the contractor's own format, **unless a specified format is defined in the DRD. The Government may define specific DRD data format to support the utilization of this data in the Management Information System.**

SUBMISSION INFORMATION

Wherever in the following DRDs under Block 6 "First Submission Date," or block 7 "Frequency of Submission," delivery is specified as at "SRR" or at any other program event, then delivery shall be required at the start or initialization of the event. Similarly when delivery is specified as a discrete amount of time before a program or project event (i.e., SRR minus 60 days) then delivery will be required that discrete amount of time before the start of the program or project event. In addition, whenever delivery is specified as after an event, (i.e., SRR plus 30 days) delivery should be required after the end of the event.

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Configuration Management Plan	2. Date of Current Version	3a. DRD No. MIC-CM-01	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1	4. Use (Define need for, intended use of, and/or anticipated results of data) This plan is prepared by the contractor to describe the assignment of responsibility organizationally and the procedures used in accomplishment of the specific configuration management requirements as stated in the SOW and SSP 41170.		5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW 1.2.2		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

SCOPE: This CM plan defines the requirements, responsibilities, and procedures for the CM system pursuant to SSP 41170 and as it applies to this contract.

CONTENT: The CM plan shall address, as a minimum, the following:

A. Management Organization, (including reference documents)

1. Identification, Relationships and Integration of contractor's proposed organization
2. Responsibility and authority for CM including roles in configuration control boards and technical reviews
3. Interfaces between contractor's CM organization and NASA, subcontractors, and other contractor's/contracts
4. Training plans

B. Configuration Identification

1. Selection of Configuration Items (CIs) (Hardware, Computer Software Configuration Items [CSCIs], and firmware)
2. Establishment of the functional, allocated and product baselines for hardware and software
3. Assignment and application of configuration identifiers including serial numbers, part numbers, lot codes, software and firmware identifiers

C. Configuration Control

1. Establishment of internal configuration and contractual baselines
2. Implementation of Internal and NASA configuration control
3. Establishment of configuration control boards and processes
4. Identification of processes to control changes, deviations, and waivers to program baselines

D. Configuration Status Accounting

1. Hardware/Software Configuration Status Accounting processes and provisions for reports and/or access to Configuration Status Accounting data
2. Description and methods of processes and tools to provide:
 - i. Identification of current approved configuration documentation and configuration identifiers associated with each CI
 - ii. Status of proposed engineering changes from initiation to implementation
 - iii. Waiver/deviation status and processing

- iv. Results of configuration audits; status and disposition of discrepancies
- v. Traceability of changes and confirmation of change incorporation
- vi. Methods of access to information
- 3. Retention of historical data
- 4. Systems and tools (including data elements)

E. Configuration Verification/Audits

- 1. Audit conduct, policies, procedures, documentation, access, and support
- 2. Processes, plans, schedules for internal CM audits and subcontractor CM audits

F. Data Management

- 1. Development, approval, release and submittal of configuration data/documentation (including drawings) in relation to program and contractual events (DRDs, technical reviews, FCA/PCA, Acceptance Reviews, COFR, etc.)
- 2. Plan for subcontractor data management deliveries/control access
- 3. Establishment and operation of Engineering Release Unit and CM receipt desk
- 4. Process for Documentation control (i.e., DCNs)
- 5. Retention of historical data
- 6. Systems and tools

FORMAT: Electronic.

9. OPR: OH2/NASA ISS Management Systems Office

10. FIRST SUBMISSION DATE: Thirty (30) days after Contract Award. Final due sixty (60) days after contract start.

Frequency of Submission: After initial approval - Annually

Additional Submissions: Updated if major systems or processes are changed

11. MAINTENANCE: Electronic, as required (see additional submissions)

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management

1 electronic copy: Program Authorized Repository

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION**(Based on JSC-STD-123)**

1a. DRD Title: Configuration Management Desk Instructions 1b. Data Type: 3	2. Date of Current Version	3a. DRD No. MIC-CM-02	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) These desk instructions are prepared by the contractor to describe the CM/DM processes used in accomplishing the specific configuration management and data management processes as stated in SSP 50123 and SSP 50172.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW Section 1.2.2.3.1		7. Interrelationships (e.g., with other DRDs) N/A	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE: These desk instructions shall define the processes for the CM/DM responsibilities pursuant to SSP 50123 and SSP 50172 and as it applies to this contract.

CONTENT: These desk instructions shall address, as a minimum, the following areas:

- Change Processing
- Engineering Release Unit
- Configuration Management Receipt Desk
- Change Integrators
- Document Quality Assurance
- Other Programs (i.e., Shuttle, Constellation) CR reviews.

FORMAT: Format supported by EDMS,

9. OPR: OH2/ISS Management Systems Office

10. FIRST SUBMISSION DATE: 60 days after contract start.

Frequency Of Submission:

Additional Submissions: Updated if major systems or processes are changed.

11. MAINTENANCE: Reviewed annually to insure accuracy and consistency.

12. COPIES/DISTRIBUTION:

1 record (hard copy): OH2/Data Management

1 copy (electronic): Program authorized repository using the EDMS workflow process.

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Export Control Audit Results	2. Date of Current Version	3a. DRD No. MIC-EC-01	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 2		4. Use (Define need for, intended use of, and/or anticipated results of data) To provide insight into the contractor's Export Control processes	
5. DRD Category ___ Technical X Administrative ___ SR&QA		6. References (SOW, Clause, etc.) NFS 1852.225-70 and clause H.14	
7. Interrelationships (e.g., with other DRDs)			

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

SCOPE: Audits should include a thorough examination of all export control processes (as outlined in the contractor's Export Control Plan) associated with this contract, areas for improvement (if any), and corrective action plans for identified areas of improvement. Affected subcontractors are required to do their own self-audits and report the results of the audit to NASA through the contractor. Prior to audit completion, inclusion on the audit process thru informal statuses to the JSC Export Services Team or Center Export Administrator is optional and might prove useful in the success of this effort.

CONTENT:

- A. Define current audit processes,
- B. Document the export control processes audited and audit findings,
- C. Based on audit findings, the contractor/subcontractor shall include corrective action plans for any processes identified for improvements and notification of when the correction of any non-conformances has been completed.

FORMAT: Electronic, compatible with the Program authorized repository

9. OPR: OX/ISS Export Control Officer

10. FIRST SUBMISSION DATE: September 30, 2011

Frequency of Submission: Annually, at the end of each fiscal year

Additional Submissions: N/A

11. MAINTENANCE: The document shall be maintained electronically.

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: Export Control Office/Center Export Administrator (CEA)

Program Authorized Repository Upload Notification: Contracting Officer

Program Authorized Repository Upload Notification: COTR

1 copy (electronic): Program Authorized Repository

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Export Control Plan (ECP) 1b. Data Type: 2	2. Date of Current Version	3a. DRD No. MIC-EC-02	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) Document the contractor's approach for export control.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative SR&QA
6. References (SOW, Clause, etc.) FAR, NFS, and Contract Clause H.1 and H.14		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE: The plan shall describe all export control activities related to the performance of contract requirements. The plan shall include procedures for issuance of a quarterly report listing all exports affected for the subject contract on behalf of NASA by the contractor during the reporting quarter. The list is to include information describing the item exported, licenses (if acquired), exemptions, and classifications on those exports.

CONTENT: The contractor shall prepare and submit an Export Control Plan (ECP), describing the contractor's planned approach for accomplishing contract functions while adhering to export laws, regulations and directives.

FORMAT: Contractor format is acceptable.

9. OPR: OX/ISS Export Control Officer

10. FIRST SUBMISSION DATE: Draft Plan with in 30 days after contract award. Final contractor approved Plan with in 120 days after contract award.

Frequency Of Submission: Annually
Additional Submissions: As Requested

11. MAINTENANCE: The plan shall be reviewed annually to ensure accuracy. Any updates to the plan require a resubmission of the plan.

12. COPIES/DISTRIBUTION:

1 Original/record (hard copy): OH2/Data Management
1 Electronic copy: to a Program authorized repository (EDMS or equivalent)

13. REMARKS: The ECP Plan requires approval of the Center Export Administrator (CEA). The plan shall be submitted within 30 days after contract award in draft form and revised to provide a final plan for approval within 120 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required.

NASA Data Management will send delivery notification to the following:
 Contracting Officer
 COTR
 Center Export Admin.

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Language Training Curricula for NASA/JSC Civil Servants 1b. Data Type: 1	2. Date of Current Version	3a. DRD No. MIC-II-01	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA technical personnel to identify and review curricula programs			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative SR&QA
6. References (SOW, Clause, etc.) SOW 2.2.1.3		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION:

Centerwide Language training curricula (Russian, Italian, Japanese and any other pertinent foreign language required to support NASA's mission) shall be proficiency-oriented and communicative in nature, and focus on relevant thematic content areas in two broad categories: everyday subjects and technical subjects. These categories will be further broken down into subject areas relevant to the student's course of study. For example, flight controllers assigned to support ISS flights might study Soyuz systems, and Centerwide students might study ways of using transportation in Moscow; however, all students need a mix of technical and everyday thematic content. Thematic content will be furnished to the NASA Language Project Managers in Human Resources and in the Mission Operations Directorate for approval, additions, or deletions. Furthermore, Curricula will provide language content in the form of specific pronunciation and grammatical areas for each level of language course or student and allow for flexibility in awareness of student strategies and tactics.

Center wide curricula will include tasks which target specific skills (e.g., oral communication, listening comprehension, reading and writing), and which occur as situated content. Curricula will incorporate major teaching methods or techniques as they relate to the communicative process and indicate appropriate points for assessment. Curricula will be written such that they are consistent with current generally-accepted curricula theory in the field of language teaching.

The Center wide language Curricula shall move the students at an accepted pace through the language acquisition standards used among U.S. Government programs, while accounting for attrition typical for part-time language study of NASA personnel and contractors, and for other factors such as language learning aptitude. As the language training programs administered by the contractor are established and materials become available, they must also be incorporated in the Curricula. Once a Curriculum is established and approved by the Government, the contractor shall keep it current with program needs.

The Center wide language training Curricula shall provide guidelines for instruction for students (either in tutorial or group sessions) at all nationally-recognized proficiency levels. Curricula will support students who reach their targeted proficiency level to maintain that level, while allowing students sufficient time and opportunity to progress through their programs of study.

Designing such Curricula targeted at a given language proficiency level should not be interpreted as an indication by the contractor of a "cut off" score or ultimate proficiency goal for center wide language students, but rather as a feasible and flexible curricular design within the NASA training constraints. The Curricula shall be delivered to NASA in English. Further explanation of the center wide Curricula design may be provided at the request of a NASA Language Training Coordinator and delivered orally at a joint meeting of the Coordinator and the contractor curricula designers.

The contractor shall utilize the Agency's Learning Management System (currently the System for Administration, Training, and Educational Resources for NASA-SATERN) to enroll students in Centerwide training classes and capture student attendance rosters.

In addition, the contractor shall provide the NASA Language Training Coordinator in Human Resources with an electronic Quarterly report on Civil Service training that covers the following information:

- Accomplishments/progress; issues; current events; short term goals; long term goals; and corrective actions;
- Any student or customer feedback not captured by evaluations;
- A guide to the location of various student training records, which include: syllabi; lesson plans; student evaluations; the Student Progress Metrics; student attendance rosters; course information forms which include assessment results; tracking forms; and
- Specific topics as directed by the NASA Language Training Coordinator in Human Resources.

Updates: NASA Language Training Coordinator in Human Resources shall approve updates to the Curricula, but individual syllabi and/or lesson plans shall be adjusted to the specific needs of individual students as needed.

Recipient: The NASA Language Training Coordinator in Human Resources will receive and approve the Quarterly reports and completed Curricula for Centerwide training classes of civil servants.

FORMAT: The Quarterly Report shall be an electronic document in English. The contractor shall also use the Agency's Learning Management System (System for Administration, Training, and Educational Resources for NASA-SATERN)

9. OPR: OX/TMR

10. FIRST SUBMISSION DATE: As directed by the MIC Program Control Manager

Frequency Of Submission: Quarterly

Additional Submissions: As required

11. MAINTENANCE: Continuous

12. COPIES/DISTRIBUTION:

1 copy (electronic): Provided to the NASA Language Training Coordinator in Human Resources

1 electronic copy to Program Repository via EDMS workflow

13. REMARKS: N/A

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Language Training For Crew Members and Curricula for NASA/JSC Contractor Programs 1b. Data Type: 1	2. Date of Current Version	3a. DRD No. MIC-II-02	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA technical personnel to identify and review curricula programs			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW 2.2.1.3		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION:

Language training curricula (Russian, Italian, Japanese, English and any other pertinent language required to support NASA's mission) for crew members and NASA/JSC contractors shall be proficiency-oriented and communicative in nature, and focus on relevant thematic content areas in two broad categories: everyday subjects and technical subjects. These categories will be further broken down into subject areas relevant to the student's course of study. For example, astronauts assigned to ISS flights might study Soyuz systems; International Partner crew members and Russian cosmonauts might study English and U.S. systems; and contractor students might study ways of using transportation in Moscow; all students need a mix of technical and everyday thematic content. Thematic content will be furnished to the NASA Language Project Manager in the Mission Operations Directorate for approval, additions, or deletions. Furthermore, Curricula will provide language content in the form of specific pronunciation and grammatical areas for each level of language course or student and allow for flexibility in awareness of student strategies and tactics.

Curricula will include tasks which target specific skills (e.g., oral communication, listening comprehension, reading and writing), and which occur as situated content. Curricula will incorporate major teaching methods or techniques as they relate to the communicative process and indicate appropriate points for assessment. Curricula will be written such that they are consistent with current generally-accepted curricula theory in the field of language teaching.

The Curricula shall move the students at an accepted pace through the language acquisition standards used among U.S. Government programs, while accounting for attrition typical for part-time language study of NASA personnel and contractors, and for other factors such as language learning aptitude. As the language training programs administered by the contractor are established and materials become available, they must also be incorporated in the Curricula. Once a Curriculum is established and approved by the Government, the contractor shall keep it current with program needs.

The Curricula shall provide guidelines for instruction for students (either in tutorial or group sessions) at all nationally-recognized proficiency levels. Curricula will support students who reach their targeted proficiency level to maintain that level, while allowing students sufficient time and opportunity to progress through their programs of study.

Designing such Curricula targeted at a given language proficiency level should not be interpreted as an indication by the contractor of a "cut off" score or ultimate proficiency goal for center wide language students, but rather as a feasible and flexible curricular design within the NASA training constraints. The Curricula shall be delivered to NASA in English. Further explanation of the center wide Curricula design may be provided at the request of the NASA Language Training Coordinator in the Mission Operations Directorate (MOD) and delivered orally at a joint meeting of the MOD Language Training Coordinator and the contractor curricula designers.

The contractor shall provide the NASA Language Training Coordinator in the Mission Operations Directorate with an electronic Quarterly Report on Crew and Contractor training that covers the following information:

- Accomplishments/progress; issues; current events; short term goals; long term goals; and corrective actions;
- Any student or customer feedback not captured by evaluations;
- A guide to the location of various student training records, which include: syllabi; lesson plans; student evaluations; the Student Progress Metrics; student attendance rosters; course information forms which include assessment results; tracking forms; and
- Specific topics as directed by the NASA Language Training Coordinator in the Mission Operations Directorate.

Updates: NASA Language Training Coordinator in the Mission Operations Directorate shall approve updates to the Curricula, but individual syllabi and/or lesson plans shall be adjusted to the specific needs of individual students as needed.

Recipient: The NASA Language Training Coordinator in the Mission Operations Directorate will receive and approve the completed Curricula and subsequent upgrades to those products for crew and/or contractor language training.

FORMAT: The Quarterly Report shall be an electronic document in English

9. OPR: OX/TMR

10. FIRST SUBMISSION DATE: As directed by the MIC Program Control Manager

Frequency Of Submission: Quarterly (within the body of the Training Report, and as a summary statement about the status of the Curricula)

Additional Submissions: As required

11. MAINTENANCE: Continuous

12. COPIES/DISTRIBUTION:

1 copy (electronic): Provided to the NASA Language Training Coordinator in the Mission Operations Directorate

1 electronic copy to Program Repository via EDMS workflow

13. REMARKS: N/A

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Records Archive for Language Training Materials 1b. Data Type: 3	2. Date of Current Version	3a. DRD No. MIC-II-03	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA technical personnel to identify and review shared materials for language training			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW 2.2.1.3	7. Interrelationships (e.g., with other DRDs) The Records Archive refers to all materials produced by and used in language training. The contractor will store a variety of archival and other materials, including: schedules, classroom reservations, student records, instructor records, syllabi, lesson plans, teachers' materials, textbooks, handouts, and the JSC Language Education Center (JLEC) archive. All materials are stored either in hard copy or electronically, depending on the nature of the material. The contractor will use systems/techniques and indices to store, locate, and track these materials. The Records Archive, whether hard copy or electronic, should undergo continual maintenance and upkeep. Its contents are subject to the dynamic processes of contribution, access, retrieval, and modification. The frequency with which the processes occur is determined by the nature of the materials. For example, syllabi should be submitted for each tutorial student or group within the first week of the training cycle. Textbooks, when appropriate, are distributed on the first day of the training cycle. Instructional materials, including handouts, are added, retrieved, and modified on an as-needed basis. A more detailed description of the storing, tracking, location, of various materials shall be provided in the contractor's procedures.		

8. PREPARATION INFORMATION:

A language training storage system for all contractor-provided NASA language training programs shall be maintained by the contractor electronically on a NASA-provided server, and in hard copy if the material is not suitable for electronic storage. The storage system shall include all materials and records. The storage system must be accessible by all faculty, NASA Language Training Coordinators, and other NASA personnel as required. The Records Archive shall identify authors and points of contact for materials.

Frequency: Updates to the archive shall be continuous as the faculty develops new materials for instruction.

FORMAT: As applicable

9. OPR: OX/TMR

10. FIRST SUBMISSION DATE:

Frequency Of Submission: Quarterly (within the body of the Training Report as a summary statement about the status of the Records Archive)

Additional Submissions: As required

11. MAINTENANCE: Continuous

12. COPIES/DISTRIBUTION:

1 copy (electronic): Quarterly Training Report provided to the NASA Language Training Coordinators in Human Resources and in the Mission Operations Directorate

1 electronic copy to Program Repository via EDMS workflow

13. REMARKS: N/A

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Language Program Plan for Integration with Colleagues in Russia 1b. Data Type: 2	2. Date of Current Version	3a. DRD No. MIC-II-04	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA technical personnel to identify and review the language program			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW 2.2.1.3		7. Interrelationships (e.g., with other DRDs) DRD MIC-II-02	

8. PREPARATION INFORMATION:

The Contractor shall establish and maintain a Language Training Plan for integration of the Contractor's language training programs in Russia (or other locations as needed) and the Contractor's language training program at NASA. The position of Curricula Integrator, or Language Training Liaison, shall be established. The Contractor will send staff members, including the Language Training Liaison/Curricula Integrator, to Russia and possibly other locations, if needed, at least one time per year. Final integration and use of combined materials and curricula among teachers employed by the Contractor shall proceed over the course of the next year.

The Language Training Liaison/Curricula Integrator, and other administrative personnel and/or instructors as deemed necessary by the Contractor, shall travel to Russia and other locations, if needed, for the purpose of facilitating the integration of the Contractor's NASA Language Program and Language Programs in Star City and possibly other locations. The Contractor will evidence this facilitation by documenting meetings and discussions with teaching colleagues, as well as the results of those events, including any shared curricula, lessons, or materials that may be agreed upon.

The Contractor shall work with the teachers not employed by the Contractor in order to facilitate integration through the sharing of instructional materials, syllabi, lessons plans, and tracking forms. The Contractor will evidence this shared work by means of records regarding student progress and areas for improvement that have been sent to colleagues with whom students are shared.

The NASA Language Training Coordinator in the Mission Operations Directorate shall evaluate progress and determine reasonable deadlines for delivery and use of the Integrated Language Training Program between the Contractor NASA programs and Contractor Language Programs in Russia and other locations. The Coordinate will also evaluate the progress of the Language Training Liaison in working to facilitate an Integrated Program between Contractor NASA programs and non-Contractor Language Programs.

All protocol agreements between the Russian and American sides will be signed by the NASA Language Training Coordinator in the Mission Operations Directorate. The completed Integrated Contractor Language Training Programs shall be incorporated in the Language Curricula.

FORMAT: Electronic format preferred

9. OPR: DA7/NASA Language Training Coordinator

10. FIRST SUBMISSION DATE: Within 30 days of contract start

Frequency Of Submission: Quarterly (within the body of the Training Report as a summary statement about the status of the integration)

Additional Submissions: As required

11. MAINTENANCE: Continuous

12. COPIES/DISTRIBUTION:

1 electronic copy to Program Repository via EDMS workflow

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: IT Management Plan	2. Date of Current Version	3a. DRD No. MIC-IT-01	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1	4. Use (Define need for, intended use of, and/or anticipated results of data) The Contractor shall provide plans to coordinate and execute all technical and administrative tasks for all management activities required to satisfy the requirements of this contract.		5. DRD Category ___ Technical _x Administrative ___ SR&QA
6. References (SOW, Clause, etc.) SOW 1.2.3		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The Contractor shall prepare the deliverable as follows:

SCOPE: The Management Plan shall include the plans for coordination and execution all IT tasks.

CONTENT: The IT Management Plan shall be an umbrella document, which encompasses and integrates all IT management activities. As a minimum, the IT Management Plan shall cover:

- A. The significant policies and plans of all aspects of reportable IT.
- B. Levels of approvals.
- C. Flow of authority.
- D. External interfaces with the Government, other ISS Program Contractors, and institutional IT providers.
- E. The relationship between and integration of IT DRDs to the overall management of the IT content.

FORMAT: Contractor-supplied format, compatible with ISS document standards

9. OPR: OH/ISS Management Systems Office

10. FIRST SUBMISSION DATE: 30 days after contract award

Frequency of Submission: Once

Additional Submissions: The IT Management Plan shall be updated as required to reflect significant changes that occur after its initial publication.

11. MAINTENANCE: The IT Management Plan shall be maintained electronically in the ISS EDMS (or equivalent).

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: OH/ ISS Management Systems Office

1 electronic copy: Program Authorized Repository

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Information Technology (IT) Security Plan and Reports	2. Date of Current Version	3a. DRD No. MIC-IT-02	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1	4. Use (Define need for, intended use of, and/or anticipated results of data) To meet IT security reporting requirements		5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW 1.2.3, NPR 2810.1A, NPD 2810.1A, NFS 1852.204-76, FIPS-PUB-199, NIST SP 800-18, 800-30, 800-34, 800-37, 800-53A, ITS-SOP-0005B, SOP-0009, SOP-0019B, SOP-0030C, SOP-0032, SOP-0033, SOP-0040, SOP-0043		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The Contractor shall prepare the deliverable as follows:

SCOPE: This DRD applies to all internal and external Information Technology (IT) systems that are managed under this contract and that contain or process NASA data or information.

CONTENT:

I. Internal Systems

- (a) The Contractor shall update and maintain Certification and Accreditation (C&A) packages and related documentation for ISS Program IT systems as per NPR 2810.1A, ITS-SOP-0030C and NIST 800-37. Major re-certifications of IT Systems requiring C&A occur every three years, and the Contractor must prepare for and support this activity to ensure successful system re-certification.
 - (1) The Contractor shall map types of ISS information and ISS Program IT systems to security categories as per NPR 2810.1A, ITS-SOP-0019B, FIPS-PUB-199 and NIST 800-60 (Volumes 1 and 2).
 - (2) The Contractor shall update risk assessments for ISS Program IT systems as per NPR 2810.1A and NIST 800-30.
 - (3) The Contractor shall update and maintain a Security Plan and a Plan of Actions and Milestones (POA&M) for ISS Program IT systems as per NPR 2810.1A, ITS-SOP-0032 and NIST 800-18 Rev 1, assessing security controls as per NIST 800-53A.
 - (4) The Contractor shall perform periodic technical assessment, security testing and continuous monitoring of ISS Program IT systems as per NPR 2810.1A and NITR 2810-12.
 - (5) The Contractor shall perform disaster recover, contingency, and continuity of operations planning and testing for ISS Program IT systems as per NPR 2810.1A and NITR 2810-15. The planning and testing shall include support of Center severe-weather annual planning and testing.

II. External Systems

The Contractor shall follow the instructions in ITS-SOP-0033 for any external systems that are managed under this contract.

INFORMATION ON EMPLOYEES IN SENSITIVE AIS POSITIONS/ASSIGNMENTS REPORT:
The Information on Employees in Sensitive ITS Positions/Assignments Report shall provide information for personnel screening as required by NPR 2810.1A.

FORMAT: As defined in NPR 2810.1A and the applicable NIST, NITR and ITS-SOP documents specified above.

9. OPR: OH/ISS Management Systems Office

10. FIRST SUBMISSION DATE: Thirty (30) days after contract award

Frequency of Submission: As defined in NPR 2810.1A

Additional Submissions: As defined in NPR 2810.1A

11. MAINTENANCE: As defined in NPR 2810.1A

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: OH/ISS Chief Information Officer

1 electronic copy: Program Authorized Repository

13. REMARKS: None.

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: User Guides for Mission Integration Database Applications System (MIDAS)	2. Date of Current Version	3a. DRD No. MIC-MI-01	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 3 4. Use (Define need for, intended use of, and/or anticipated results of data) User guides are required for major functional areas of the software tool for training of new users and reference purposes for all users.		5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (SOW, Clause, etc.) SOW 2.1.3.5	7. Interrelationships (e.g., with other DRDs) DRD MIC-MI-02: Requirements documents for the Mission Integration Database Applications System (MIDAS) DRD MIC-MI-03: Design document for the Mission Integration Database Applications System (MIDAS)		

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE:

User guides for specific major functional area of MIDAS will be distributed to all MIDAS users of that function and be available upon request for new users. User guide should provide sufficient information for a new user to understand the use of the software tool.

CONTENT:

User guide(s) will provide a description of the user interface for the particular function being described. All capabilities of the specific function should be described from the user's standpoint. All information fields accessible to the user should be defined, along with the users access capability (read only or read/write). User guides should include the following areas and any new functions added to MIDAS where required by NASA OPR:

- MIDAS User Guide – General user information across MIDAS tool.
- MIDAS Flight Lead Users Guide - Describes the functions available in MIDAS to support manifest development and maintenance.
- Manifest Request Processing Users Guide – Describes the functions available to support the submission and processing of manifest requests.
- MIDAS Anonymous WEB Page Information – Describes the reporting functions provide for users who access the tool without a defined user account.
- MIDAS Part Catalog Users Guide – Describes the functions available for use of the MIDAS part catalog tables.
- MRTS Loader File Description/Sample Loader – Describes the method and format for creating external files which can be loaded into the Manifest Request function for automatic generation of a request.
- Requirements Request Users guide – Describes the function used to support submission and processing of mission requirements.
- Bar Code, Inventory Tracking System Users Guide – Describes the functions used for submission of bar code label requests, processing of requests, and acquisition of bar codes and serial number information.

FORMAT: Electronically maintained and available via the MIDAS web interface and in EDMS.

9. OPR: OC/TMR

10. FIRST SUBMISSION DATE: with first revision to tool

Frequency Of Submission: Document(s) should be updated when new requirements are implemented, design changes occur, or to correct deficiencies in the guide.

Additional Submissions:

11. MAINTENANCE: As required when new requirements are implemented, design changes occur, or deficiencies need correction.

12. COPIES/DISTRIBUTION:

1 original/record copy: OH2/ Data Management

1 electronic copy: ISS Program authorized repository (EDMS or equivalent)

13. REMARKS: Notification of updates should be sent to OPR and all users of the affected functions.

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Requirements Document for the Mission Integration Database Applications System (MIDAS) 1b. Data Type: 1	2. Date of Current Version	3a. DRD No. MIC-MI-02	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) Document will be used to define the functional requirements for the MIDAS. The document will be used to define software changes authorized by the ISS Program.			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW 2.1.3.5		7. Interrelationships (e.g., with other DRDs) DRD MIC-MI-01: User Guides for Mission Integration Database Applications System (MIDAS) DRD MIC-MI-03: Design document for the Mission Integration Database Applications System (MIDAS)	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE: Document should include functionality of all of the MIDAS application.

CONTENT: Document shall contain all software requirements implemented in the MIDAS tool. Document shall also contain all requirements authorized for delivery by NASA, but not yet implemented. Requirements shall be organized by functional area within the tool. The document shall indicate when each requirement was implemented or is planned for implementation (if scheduled) using a software version number or similar indicator.

FORMAT: Electronically maintained and available in EDMS

9. OPR: OC/TMR

10. FIRST SUBMISSION DATE: N/A

Frequency Of Submission: Document shall be updated & submitted at least once per major software release

Additional Submissions:

11. MAINTENANCE: Existing document should be maintained or replacement document produced.

12. COPIES/DISTRIBUTION:

1 original/record copy: OH2/Data Management

1 electronic copy: ISS Program authorized repository (EDMS or equivalent)

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Design Document for the Mission Integration Database Application System (MIDAS) 1b. Data Type: 2	2. Date of Current Version	3a. DRD No. MIC-MI-03	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) Document will be used to define the implementation and software technology used to develop the application.			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW 2.1.3.5		7. Interrelationships (e.g., with other DRDs) DRD MIC-MI-01: User Guides for Mission Integration Database Applications System (MIDAS) DRD MIC-MI-02: Requirements document for the Mission Integration Database Applications System (MIDAS)	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE: Document should cover all functionality of the MIDAS tool.

CONTENT: Document shall describe the method and techniques used by the software developers to implement the defined requirements for the application. Sufficient detail shall be provided to allow new software developers to understand the implementation used.

FORMAT: Electronically maintained and available in EDMS.

9. OPR: OC/TMR

10. FIRST SUBMISSION DATE: with first software release

Frequency Of Submission: at least once per major software release

Additional Submissions:

11. MAINTENANCE: as needed

12. COPIES/DISTRIBUTION:

1 original/record copy: OH2/Data Management

1 electronic copy: ISS Program Office repository (EDMS or equivalent)

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Discrepancy and New Requirement Tracking for MIDAS Tool	2. Date of Current Version	3a. DRD No. MIC-MI-04	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 2			
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide Government insight into user problems and criticality with the MIDAS system and proposed changes to the system.			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW 2.1.3.5		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE: System should track problems and new requirements for all functionality of the MIDAS tool.

CONTENT: Three reports are required.

1. Report of any tool discrepancies (non-compliance with requirement) including:

- Name and contact information for person reporting discrepancy, including date of report
- Description of problem/change in detail.
- Proposed resolution of problem
- Functional area of tool affected
- Prioritization of implementation of correction
- Date of planned/actual correction

Report should be available sorted by prioritization, implementation date, or functional area

2. Report of new software requirements should include:

- Name and contact information for person request requirement or change, including date or request.
- Brief description of desired change.
- Functional area of tool affected, if any.
- Prioritization of implementation of new/changed requirement
- Date of planned/actual implementation

Report should be available sorted by prioritization, implementation date, or functional area

3. Graphical chart indicating status of open tool discrepancies. Chart should show, over a specified calendar period, a running tabulation of the uncorrected tool discrepancies. The discrepancies should be grouped into categories of critical, major, and minor.

- a. Critical – A discrepancy that impacts production of required products. No workaround for the problem has been identified.
- b. Major - A discrepancy that impacts production of required products. A workaround procedure has been identified, however the procedure requires substantial increase in resources to implement or will result in a significant delay in production of products.
- c. Minor – All other discrepancies.

FORMAT: Microsoft Office compatible electronic format

9. OPR: OC/TMR

10. FIRST SUBMISSION DATE: Reports 1 and 3, 30 days after contract start, Report 2, 90 days after contract start

Frequency Of Submission: Report 1 and 3 to be provided monthly
Report 2 to be provided quarterly

Additional Submissions:

11. MAINTENANCE: weekly

12. COPIES/DISTRIBUTION:

1 original/record copy: OH2/Data Management

1 electronic copy: ISS Program Office repository (EDMS or equivalent)

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: MIC Curated Website Inventory 1b. Data Type: 2	2. Date of Current Version:	3a. DRD No. MIC-MI-05	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) Inventory will be used to document the web location of all websites curated by the MIC Team.			5. DRD Category X Technical ___ Administrative ___ SR&QA
6. References (SOW, Clause, etc.) SOW 2.1.4.7		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE: Document should list all websites actively curated by the MIC web services team.

CONTENT: Document shall be a tabular listing containing the following information: Organization ID, Organization Name, Website Title, NASA POC, and the complete Website directory listing (e.g. [http:// iss-www.jsc.nasa.gov/ss/issapt/mic/](http://iss-www.jsc.nasa.gov/ss/issapt/mic/)). At a minimum the website inventory shall include:

[http:// iss-www.jsc.nasa.gov/nwo/mio/](http://iss-www.jsc.nasa.gov/nwo/mio/)*
[https:// issimagery.jsc.nasa.gov/iwg/](https://issimagery.jsc.nasa.gov/iwg/)*
[http:// mod.jsc.nasa.gov/ipip/web/](http://mod.jsc.nasa.gov/ipip/web/)
[http:// iss-www.jsc.nasa.gov/ss/issapt/lexicon/](http://iss-www.jsc.nasa.gov/ss/issapt/lexicon/)

* list all directories under this parent structure

FORMAT: Contractor format allowed

9. OPR: OC/TMR

10. FIRST SUBMISSION DATE: N/A

Frequency Of Submission: Document shall be submitted annually 60 days prior to the end of the fiscal year

Additional Submissions:

11. MAINTENANCE: Existing document should be maintained and replacement document produced.

12. COPIES/DISTRIBUTION:

1 original/record copy: OH2/Data Management

1 electronic copy: ISS Program authorized repository (EDMS or equivalent)

Electronic Notification: COTR, OC/TMR, OX/TMR

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Financial Management Reporting	2. Date of Current Version	3a. DRD No. MIC-PC-01	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 2			
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide a basis for reporting and evaluating contract cost performance. Financial data contained in the reports must be auditable using Generally Accepted Accounting Principles.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) Clause H.3 NFS 1852.216-80 Task Ordering Procedure (OCT 1996)		7. Interrelationships (e.g., with other DRDs) MIC-PM-02 Integrated Management Review; MIC-PC-02 Workforce Reports; MIC-PR-04 Task Order Plan	

8. PREPARATION INFORMATION:

SCOPE:

Contract financial management reports shall identify all task order cost elements and include baseline plan, actuals, and variance analysis. Variances greater than $\pm 5\%$ shall include an explanation for the variance and identify contractor actions to address the variance. Financial reporting formats shall include:

- Format 1 - Contract Summary Report
- Format 2 - Task Order Report
- Format 3 - Contract Summary Report (Work Breakdown Structure)

CONTENT: Financial Management Report Formats and Instructions are included in Attachment 1. Financial management reporting shall reconcile to DRD MIC-PM-02 Integrated Management Review, DRD MIC-PC-02 Workload Reports, and DRD MIC-PR-04, Task Order Plan.

FORMAT: Financial Management Reports shall be submitted in Microsoft Excel file (.xls) format, with narrative summaries provided in Microsoft Word file (.doc) format. Note: Alternate contractor formats will be considered.

- 9. OPR:** BG/Contracting Officer - Formats 1 and 2.
LO/Contract Analyst - Formats 3

- 10. FIRST SUBMISSION DATE:** Initial report shall be submitted 30 days after contract award.

Financial Management Report Frequency of Submission:

- a. **Hardcopy** due not later than 10 working days following the close of the contractor's monthly accounting period.
- b. **Electronic Copy:** Financial Management Reports shall be loaded into ISS Electronic Document Management System (EDMS) no later than 10 working days following the close of the contractor's monthly accounting period. The date of the electronic submittal shall be used to determine the timeliness of delivery.
- c. **Monthly reporting** will not be required after the contract is physically complete, provided that the final financial report includes actual hours, associated costs, and Work Year Equivalents (WYEs), only (no estimates or forecasts). Monthly financial management reporting will be required as long as estimates for the following period are included.

- d. **Cost reported** after the submission of the final contractor financial report, will require the contractor must submit a revised report in the month the cost change is recognized.

11. MAINTENANCE: Financial management reports shall be revised to reflect prior period adjustments, or correct errors when deemed necessary by the Contracting Officer. The revised financial report shall be delivered prior to closure of the current JSC accounting system for the month.

12. COPIES/DISTRIBUTION:

1 electronic copy to Program Repository via EDMS workflow

1 original signed hardcopy to BG/Contracting Officer

1 hardcopy to LO/Contract Analyst, and 1 hardcopy to LF6/Cost Accounting

Program Authorized Repository Upload Notification: BG/Contracting Officer, OA/COTR, LO/Contract Analyst, LF6/Cost Accounting, OH3/Assessment Office, OH2/Data Management.

13. REMARKS: None

DRD MIC-PC-01

Attachment 1

The Financial Management Report provides data necessary for the following:

1. Projecting hours, associated costs, and WYEs to ensure that dollar and labor resources realistically support project and program schedules.
2. Tracking contractors' actual hours and associated costs in relation to negotiated contract value, negotiated rates, projected costs, and budget forecast data.
3. Planning, monitoring, and controlling project and program resources.
4. Accruing cost in NASA's accounting system, providing program and functional management information, resulting in liabilities reflected on the financial statements.

Financial Management Reporting

The due dates reflect the date the financial management reports are loaded into the Identity Management System (IDMS), not the date the reports are generated or mailed by the contractor. It is critical that the financial management reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.

Variance explanation computation is $\text{Planned Monthly Hours and Associated Costs} - \text{Monthly Actual Hours and Associated Costs} / \text{Planned Monthly Hours and Associated Costs}$. Variance explanations shall include insight to the 3rd level WBS and shall detail the root cause of the variance (i.e., ISS Program change in direction, unexpected problems, etc.). Variance explanations shall address any impact to delivery and/or schedule and the contractor's plan for resolving the impact of the variance. Forecast plans shall be updated to be consistent with the task order schedule.

Work Year Equivalent (WYE)

Work Year Equivalents (WYE) is a full time equivalent defined as the proposed productive hours needed to comprise one average full time employee. This may be one employee or several part time employees. Productive hours are defined as the total available hours for productive work in a year, excluding overtime, less paid time off.

Format 1

Monthly Task Order Report	Report for Month Ending:	Contract Value:	Contract Type:	Invoiced:	Total Pymts Rec'd	Fund Limitation
Contractor's Name and Scope of Contract (Task Order)		Contract No. and Definitized Modification No.		Signature, Title, Date		
Format 1	Current Month Planned	Current Month Actual	Current Month Variance	CUM Planned	CUM Actual	CUM Variance
Task Order Number						
Task Order XX-XX-01						
Direct Labor Hours						
Direct Labor Dollars						
SLC #1 Hours						
SLC#1 Dollars						
SLC#2 Hours						
SLC#2 Dollars						
SLC#3 Hours						
SLC#3 Dollars						
Non-Labor Resources:						
Materials						
Material Handling						
Travel						
Overtime Premium						
Total						
Fiscal Year Summary						
Direct Labor Hours						
Direct Labor Dollars						
SLC#1 Hours						
SLC#1 Dollars						
SLC#2 Hours						
SLC#2 Dollars						
SLC#3 Hours						
SLC#3 Dollars						
Non-Labor Resources:						
Materials						
Material Handling						
Travel						
Overtime Premium						
Total						

Format 2

Contract Summary Report (Task Order)	Month Ending:	Contract Type:	Contract Value:	Invoiced:	Pymts Rec'd:	Fund Limitation:
Contractor's Name:		Contract No. / Definitized Modification:		Signature, Title, Date:		
Format 2	Planned	Actual	Variance	Variance Explanation Reference		
Fiscal Year 2010						
Direct Labor Hours						
Direct Labor Dollars						
SLC #1 Hours						
SLC #1 Dollars						
SLC #2 Hours						
SLC #2 Dollars						
SLC #3 Hours						
SLC #3 Dollars						
Non-Labor Resources:						
Materials						
Material Handling						
Travel						
Overtime Premium						
CUM-TO-DATE CONTRACT VALUE						
Through Fiscal Year 20XX						
Direct Labor Hours						
Direct Labor Dollars						
SLC #1 Hours						
SLC #1 Dollars						
SLC #2 Hours						
SLC #2 Dollars						
SLC #3 Hours						
SLC #3 Dollars						
Non-Labor Resources:						
Materials						
Material Handling						
Travel						
Overtime Premium						

Format 3

Monthly Financial Report (Total Contract by WBS)		Report for Month Ending		Contract Value		# of Operating Days:		Billing Invoice Amts Billed		Total Pymts Rec'd		Fund Limitation	
Contractor's Name and Scope of Contract				Contract Type			Contract No. and Definitized Modification No.				Signature, Title, Date		
REPORTING CATEGORY		CUR MO FORECAST	CUR MO ACTUALS	CTD ACTUALS	+1 FORECAST	+2 FORECAST	+3 FORECAST	+4 FORECAST	+5 FORECAST	+6 FORECAST	Balance of Fiscal Year to Go.	TOTAL LRE*	
1.1.1 Mgmt & Admin	Dollars												
	Hours												
	WYEs												
1.2.1 Resource Mgmt	Dollars												
	Hours												
	WYEs												
1.2.5 Scheduling	Dollars												
	Hours												
	WYEs												
1.3.1 Configuration Mgmt	Dollars												
	Hours												
	WYEs												
1.4.2 Program IT	Dollars												
	Hours												
	WYEs												
1.5.4 International Integration	Dollars												
	Hours												
	WYEs												
4.1.2.1 Increment/Stage Integ	Dollars												
	Hours												
	WYEs												
4.1.2.2 Launch Package Integ	Dollars												
	Hours												
	WYEs												
4.1.2.3 Manifest	Dollars												
	Hours												
	WYEs												
4.1.2.5 Crew Provisioning	Dollars												
	Hours												
	WYEs												
4.1.2.6 Imagery	Dollars												
	Hours												
	WYEs												
4.1.2.7 Program Ops Integration	Dollars												
	Hours												
	WYEs												
4.1.3.2 Stowage Integration	Dollars												
	Hours												
	WYEs												
1.5.2.4.1 Russian Lang & Logistics	Dollars												
	Hours												
	WYEs												
6.4 S&MA	Dollars												
	Hours												
	WYEs												
Fixed-Price Portion	Dollars												
	Hours												
	WYEs												
Total Contract	Dollars												
	Hours												
	WYEs												

* LRE - Latest Revised Estimate

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Workforce Reports	2. Date of Current Version	3a. DRD No. MIC-PC-02	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 2		4. Use (Define need for, intended use of, and/or anticipated results of data) To provide workforce information by geographic location.	
6. References (SOW, Clause, etc.)		7. Interrelationships (e.g., with other DRDs) All MIC-PC and MIC-PM DRDs	
5. DRD Category ___ Technical X Administrative ___ SR&QA			

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

SCOPE: The reports provide workforce data by geographic location. There are two types of reports: 1) a Workforce Report by location, and 2) an As Requested Workforce Report.

CONTENT: The Workforce Report shall provide:

A. Workforce Year Equivalent (WYEs) by location, specifically:

- (1) By NASA Center
- (2) By State
- (3) Tailored as request by NASA Headquarters

B. Estimated indirect hours and percent of fiscal year contract.

C. Estimated minor subcontractor hours not reported as WYEs in item 1 and percent of fiscal year contract.

The content of the As Requested Workforce Report will vary based on specific direction provided by NASA Headquarters to support congressional inquiries. There is the potential requirement to provide workforce by Zip Code.

FORMAT: Specific formatting to be tailored by LO/contractor.

9. OPR: LO

10. FIRST SUBMISSION DATE: Ten (10) Workdays after end of fiscal year

Frequency of Submission: Annual

Additional Submissions: As required for the As Requested Workforce Report

11. MAINTENANCE: Changes shall be incorporated by change page or complete reissue.

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: LW

Program Authorized Repository Upload Notification: LO

Program Authorized Repository Upload Notification: OH/Resources Management Office

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: COTR, BG

1 electronic copy: Program secure repository

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Work Breakdown Structure (WBS) and Dictionary	2. Date of Current Version	3a. DRD No. MIC-PC-03	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 2			
4. Use (Define need for, intended use of, and/or anticipated results of data) Provides framework to define work and to establish financial reporting levels and to correlate schedules.			5. DRD Category ___ Technical X Administrative ___ SR&QA
6. References (SOW, Clause, etc.) SSP 50659		7. Interrelationships (e.g., with other DRDs) All MIC-PC and MIC-PM DRDs	

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

SCOPE: Contains the contractual Work Breakdown Structure (WBS), the WBS Dictionary, and a map to the ISS Program WBS.

CONTENT: Contains the contractual WBS, its Dictionary, and ISS Program map as follows:

The WBS and Dictionary shall indicate the mapping of the Contractor WBS to the contract SOW WBS and the ISS Program WBS at the lowest levels of the ISS Program WBS.

- A. WBS: The WBS shall subdivide the total contracted effort into elements that serve as the basis for detailed planning and control of the project, and permit collection of cost and schedule data at element level. These elements include hardware, software, services, tasks, etc. It shall include all subcontracting and major procurement effort at the proper level. It shall be product oriented and structured so that key SOW tasks are at an appropriately high level.
- B. WBS Dictionary: The WBS Dictionary shall define the scope of each WBS element and narratively describe the tasks included in each element
- C. Program WBS Map: The Contractor shall provide a mapping of the contract WBS to the ISS Program WBS.

FORMAT: Per JSC instructions and in a format supported by the Program-authorized electronic library. The WBS shall be in a chart format showing element relationships. The WBS Dictionary shall be ordered in consonance with the WBS and shall reference each WBS element by its identifier and name. Specific formatting for the map to the Program WBS will be done by LO/Contractor.

9. OPR: COTR

10. FIRST SUBMISSION DATE: Submitted with the proposal.

Frequency of Submission: As required

Additional Submissions: N/A

11. MAINTENANCE: Electronically. Information shall be updated as required by the Contractor.

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: LW

2 hardcopies: LO

Program Authorized Repository Upload Notification: LO

Program Authorized Repository Upload Notification: OH2/Data Management

1 electronic copy: COTR and BG

1 electronic copy: Program secure repository

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Integrated Mission Integration and Operations (MI&O) Office Schedules 1b. Data Type: 2 (initial submittal) 3 (updated)	2. Date of Current Version 9/29/2009	3a. DRD No. MIC-PC-04	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide team and office schedules for the mission integration functions within the ISS Program office			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References SOW paragraph 1.2.1.2; SSP 50489, Mission Integration Template Document		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE:

Mission integration technical tasks and deliverables shall be identified in team and office schedules. These schedules are used by the NASA Mission Integration and Operations Office (MI&O) to manage flight, increment, launch package, and team activities. The intent is for the Contractor to utilize established standard processes, data structures and reporting conventions to plan, manage, and report the assigned work for the Mission Integration and Operations Office Managers including Launch Package and Increment Managers. These schedules provide the basis for higher level Space Station Office schedules.

CONTENT:

- a. The contractor shall use SSP 50489, Mission Integration Template Document, to generate template schedules as an initial point to derive flight, increment, and team/office schedules. These draft schedules will be modified with actual calendar dates that will be approved by NASA MI&O Managers and teams. Scheduling TIMs will be held with scheduling, appropriate MI&O managers and affected organizations to negotiate specific dates.
- b. MIC team and office schedules shall be developed and maintained to provide linkage to the Level I and Level II program milestones and will identify activities which are dependent upon other ISS Program participants outside this contract. The contractor is encouraged to utilize modern manufacturing resource planning, industrial engineering techniques and other approaches to ensure schedule stability, accuracy, reliability, predictability, and achievability.
- c. MIC team and office schedules shall be developed, maintained (updated), and provided to ensure a consistent, accurate, and stable scheduling approach that provides for the identification, coordination, sequencing, control, implementation and tracking of all MI&O activities. The schedules shall be easily auditable by the Government.
- d. The approach shall provide the ability to fully identify, analyze, mitigate and control scheduling risks and impacts; accurately identify and analyze activities; and allow its users to easily measure the progress towards achieving the intended plan.
- e. The approach shall not only represent the scheduled work for that activity, but also the requirements commitment from all interfacing organizations.
- f. Provide selected weekly and monthly updates and status reports
- g. Scheduling approaches shall address the following information as a minimum
 - i. Scheduling symbology that is consistent with the MIT
 - ii. Predicted task duration/labor standards derived from accurate and objective prediction methodologies
 - iii. Indications of activities by appropriate nomenclature that clearly delineates the task to be performed
 - iv. Identification of which team is responsible for doing the actual work

- v. Required supporting activities or support from other contractors, outside organizations, agencies, or centers.
- vi. Identification of critical resource requirements (e.g. Performance to Plan charts).
- vii. Clear depiction of the interrelationships and constraints among related tasks
- viii. Identification of the priorities, high risk activities and other significant activities
- ix. Special test activities or requirements.
- h. Provide bi-monthly status and updates to the ISS Program Schedules activities or equivalent.
- i. The MI&O schedules are listed below with details at:
<http://iss-www.jsc.nasa.gov/nwo/mio/pii/schedules/web/>

Name	Required by	Frequency
Performance to Plan	Daily Space Station Review (DSSR)	1 days per week starting at L-12 months
Team Level schedules (EG: LPM level III (per flight), Increment detail schedule (per increment), Manifest schedule, Imagery schedule, Planning Integration and Imagery schedules, Cargo Integration Office schedules, Mission Integration Office Schedules, Crew Provisioning, Waste Management, On-Orbit Stowage, Plug-In Plan, SDTO, Program Ops Integration, MIDAS, MIT, Station & Ops Integration, IMS, RV Integration Team Schedule, RMDP and RFID)	Team Lead/Manager	weekly/monthly
ISS Program Schedules or equivalent updates	ISS Assessments, Cost Estimating and Schedules Office	bi-weekly
Top Level schedules	ISS Monthly Program Review (IMPR)	monthly
Lower level schedules by exception	ISS Monthly Program Review (IMPR)	monthly

FORMAT: hardcopy and electronic

9. OPR: OC/TMR

10. FIRST SUBMISSION DATE: At contract start

Frequency of Submission: Weekly unless otherwise stated in the SOW

Additional Submissions: N/A

11. MAINTENANCE: Changes shall be incorporated by change page or complete reissue. The contractor is encouraged to minimize documentation.

12. COPIES/DISTRIBUTION: Original/record (hard copy) to the following:

1 copy of list of web links: OH/Data Management and OH3 (Schedules Office)

1 respective hardcopy for each team: NASA MI&O Managers and Teams

Electronic copy: to a Program authorized repository (EDMS or equivalent as required by NASA OPR)

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: MIC Program Management Plan 1b. Data Type: 1	2. Date of Current Version	3a. DRD No. MIC-PM-01	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) To enable NASA to evaluate the contractor's management organization, approach, processes and systems.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) RFP Clause H.14, Additional Export Control Requirements Clause F.6, Phase-In and Close-Out		7. Interrelationships (e.g., with other DRDs) All MIC-PC and MIC-PM DRDs	

8. PREPARATION INFORMATION: The Contractor shall prepare the deliverable as follows:

SCOPE: The MIC Management Plan shall describe the basis for the Contractor's management organization, approach, and processes. It shall provide a comprehensive integration of all management systems of the prime and subcontractors. The plan will include those processes specifically required to accomplish the Statement of Work, as well as those systems and procedures that are to be set in place by the contractor. The MIC Management Plan shall describe the Contractor's approach for accomplishing contract functions while adhering to export laws, regulations and directives.

CONTENT: The MIC Management Plan shall address the Contractor's plan for work definition and authorization, scheduling, budgeting, data accumulation, Safety and Mission Assurance, Program recovery process, subcontract, material control, indirect cost management, baseline control, and organization structure.

FORMAT: Contractor's format is acceptable.

9. OPR: COTR

10. FIRST SUBMISSION DATE: Plan shall be submitted in draft form with the proposal and final for approval 90 days after contract start.

Frequency of Submission: See below

Additional Submissions: Within 45 days after the addition/deletion of major content to the contract or to describe and justify major changes in the Contractor's management organization, approach and/or processes.

11. MAINTENANCE: Electronic. Changes shall be incorporated as required by change page or complete reissue.

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: COTR

1 electronic copy: Program Authorized Repository

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Integrated Management Review (IMR)	2. Date of Current Version	3a. DRD No. MIC-PM-02	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 2			
4. Use (Define need for, intended use of, and/or anticipated results of data) Provides contract performance summary status including analysis of cost, schedule, and technical performance.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) NPR 7120.5D, NPR 9501.2, Clause H.3 NFS 1852.216-80 Task Ordering Procedure (Oct 1996), Task Order Progress Reports		7. Interrelationships (e.g., with other MIC-PC-01 Financial Management Reporting; MIC-PC-02 Workforce Reports; MIC-PR-04 Task Order Plan; MIC-PM-04 Performance Assessment Plan & Performance Assessment Report	

8. PREPARATION INFORMATION: The contractor shall prepare the deliverables as follows:

SCOPE: Provides contract performance summary status including analysis of cost, schedule, and technical performance.

CONTENT:

The contractor shall present a summary contract performance report at a monthly IMR. IMRs shall address technical issues and accomplishments; provide analysis of price and schedule performance, and include corrective action plan status as appropriate. IMR reports shall be consistent with MIC-PC-01 Financial Management Reporting; MIC-PC-03 Workload Reports; and MIC-PR-04 Task Order Plan. IMR reporting shall include subcontracts performance data for subcontracts that have the potential to impact the successful fulfillment of this contract.

Metrics

The contractor shall develop, maintain, and report contract performance metrics, which demonstrate progress against task order price, schedule, safety, and technical performance objectives. NASA approved metrics shall reflect meaningful measures of contract performance, which demonstrate successful execution of task order requirements against appropriate performance objectives. NASA approved metrics shall also provide linkage to Program level metrics in the Management Information System.

Integrated Management Review Report

Integrated Management Review Reports shall include the following:

- **Contract Summary Performance Report** - Status of fiscal year contract level prices, schedule, and technical performance. Includes cumulative variance explanations (to fiscal year plan) and End-Of-Year trend variance explanations..
- **Task Order Summary Performance Report** - Status of fiscal year task order level costs, schedule, and technical performance.
- **Metric Performance Chart** - Status metrics plan, actual, variances.

- **Budget Performance Report** - Fiscal year costs and workforce summaries; status of fiscal year reserves, risks, and opportunities, and budget variance explanations.

FORMAT: Specific format to be tailored by the Contracting Officer and the contractor.

9. OPR: BG/Contracting Officer; OA/COTR

10. FIRST SUBMISSION DATE: The first Monthly input should support a review 20 working days after the initial financial month end.

Frequency of Submission: Monthly

11. MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

12. COPIES/DISTRIBUTION:

Hard Copies: 2 each BG/Contracting Officer
1 each OA/COTR
2 each LO

Program Authorized Repository Upload Notification: LW

Program Authorized Repository Upload Notification: OH3/Assessment Office

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: LO

Program Authorized Repository Upload Notification: BG, OA, LO

1 electronic copy: Program secure repository

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION**(Based on JSC-STD-123)**

1a. DRD Title: Mission Integration Phase-In Plan	2. Date of Current Version	3a. DRD No. MIC-PM-03	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1			5. DRD Category ___ Technical _x Administrative ___ SR&QA
4. Use (Define need for, intended use of, and/or anticipated results of data) To define and control the contractor's approach to transition systems, functions and data responsibility from the incumbent contractor.			
6. References (SOW, Clause, etc.)		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION:

The contractor shall prepare the DRD as follows:

SCOPE: The phase-in plan shall describe the approach for the contractor transition of responsibility. It shall provide a comprehensive assessment of all systems, data and functions, of the prime, subcontractors and major vendors. The plan will include specific schedule milestones required to accomplish the phase-in and the responsible contractor element.

FORMAT: The contractor's format is acceptable

9. OPR: COTR**10. FIRST SUBMISSION DATE:** With initial proposal**Frequency of Submission:**

Additional Submissions: Within 45 days after the addition/deletion of major content to the contract or to describe and justify major changes in the contractor's management organization, approach and/or systems.

11. MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.**12. COPIES/DISTRIBUTION:**

1 Original/record (hard copy): OH/Data Management

1 Electronic copy: to a Program authorized repository (EDMS or equivalent)

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Performance Assessment Plan and Performance Assessment Report	2. Date of Current Version	3a. DRD No. MIC-PM-04	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: Plan – 1 Report - 3			5. DRD Category — Technical X Administrative — SR&QA
4. Use (Define need for, intended use of, and/or anticipated results of data) The Performance Assessment Plan provides the overall contract performance measurement approach. The initial submittal will be used in developing the Surveillance Plan. The Performance Assessment Report are a key component of the annual performance assessments.			
6. References (SOW, Clause, etc.)		7. Interrelationships (e.g., with other DRDs) Surveillance Plan, MIC-PM-02 Integrated Management Review; B.6 Profit Pool For Indefinite Delivery/Indefinite Quantity (IDIQ) Orders; H.11 Annual Performance Feedback	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

8a. COPE: The Performance Assessment Plan shall describe the contractor's overall approach to contract performance assessment, quality, performance metrics and the implementation process for accomplishing metric evaluation and reporting. The Performance Assessment Report shall provide a self-assessment for the reporting period.

8b. CONTENT: The Performance Assessment Plan shall consist of the following:

Part A:

- Description of the contractor's approach and rationale for assessing performance
 - Description of the methods the contractor plans to use to assess performance, quality, systems used, reporting mechanisms, and how the data will be used to improve future performance and adjust to changing requirements.
 - Description of management systems and processes used to implement the plan including the developing, timely gathering, compiling, maintaining, auditing, analyzing, reporting, and providing management review of performance metrics.
 - Description of the performance metrics including references to SOW paragraphs
- These metrics shall be divided into three linked categories:
- Category I comprised of the most important outcome-based metrics
 - Category II comprised of important leading indicator metrics
 - Category III comprised of trend metrics

Category I, II, and III metrics shall consist of at least the following for each metric:

- Definition and description of the metric
- Graphical representation
- Algorithm (if calculated)
- Assessment criteria for expected (standard) performance

Part B:

Contractor innovations, efficiencies, and improvements, if any, shall be developed during the annual task order process. The Performance Assessment Plan shall include a specific description of these projects along with the agreed upon methodology for measuring success.

Report Part A:

The Performance Assessment Reports for Category I, II, and III metrics shall consist of the following:

- Contractor's summary assessment ("metric score card") for all Category I,II and III metrics
- Metrics as described in the plan updated to reflect actual performance and quality during the period
- Narrative performance assessment by month for each metric
- Historical performance data
- Index of any changes to metrics since the last period
- Recommended action (i.e. performance improvement initiatives, lessons learned)

Report Part B:

The Performance Assessment Report shall include a self-assessment of the partnered innovations, efficiencies, and improvements along with objective evidence for determination of success

8c. FORMAT: Contractor format is acceptable

9. OPR: CoTR**10. FIRST SUBMISSION DATE:**

The Performance Assessment Plan - The draft plan shall be submitted within 30 days after contract start and revised to provide a final plan for approval within 90 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required.

Performance Assessment Report – The Performance Assessment Report shall be submitted annually with an interim report provided at the six month point. Report is due within 15 calendar days of the end of the established period.

11. MAINTENANCE:

The plan, including metrics, shall be reviewed annually and updated as required. Changes shall be incorporated as required by change page or complete reissue. Metrics shall be evaluated, updated and reported on a monthly basis on the web.

12. COPIES/DISTRIBUTION: Per Contracting Officer's Letter

Original/record (hard copy): OH/Data Management

Electronic copy: to a Program authorized repository (EDMS or equivalent)

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Organization Chart	2. Date of Current Version	3a. DRD No. MIC-PM-05	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 3		4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA technical personnel to identify manpower reporting structures, assist in evaluating manpower status, and identify manpower by personnel.	
6. References (SOW, Clause, etc.) SOW 1.1.1.1		5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
7. Interrelationships (e.g., with other DRDs) MIC-PM-01, Mission Integration Program Management Plan			

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE: The contractor shall provide organizational information to provide NASA insight into staffing and organizational structure for all personnel.

CONTENT: The contractor shall submit a detailed organization chart which identifies the contractor's management reporting structure. Titles and names of individuals will be included, and if supervisory, so designated. Contractor shall provide prime and subcontract personnel providing services. Authorized but unfilled positions will also be noted within the organization chart. Location shall be shown by the name of all contractor personnel.

FORMAT: Contractor Format is acceptable

9. OPR: COTR

10. FIRST SUBMISSION DATE: Contract start

Frequency of Submission: Updates monthly

Additional Submissions: In the event of significant change in key personnel or in the reporting structure an update shall be submitted within 5 working days of such change.

11. MAINTENANCE: As required

12. COPIES/DISTRIBUTION:

1 original/record (hardcopy): OH/Data Management

1 copy (electronic): Program authorized repository (EDMS or equivalent)

13. REMARKS: OH/Data Management will distribute copies to CO and COTR

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Certification of Flight Readiness (CoFR) Implementation Plan 1b. Data Type: 1	2. Date of Current Version	3a. DRD No. MIC-PM-06	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) To provide a management approach and implementation plan for Certificate of Flight Readiness (CoFR) endorsement			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SSP 50108		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the data delivery as follows:

8a. SCOPE: The plan shall describe the management approach and planned implementation methods for accomplishing the contractor's CoFR responsibilities and requirements of the contract.

8b. CONTENT: Address all contractor responsibilities for preparing for the CoFR endorsement in accordance with SSP 50108. The Plan must address relationship to NASA counterparts and the division of responsibility for the CoFR endorsement activities.

8c. FORMAT: Contractor format is acceptable

9. OPR: OC/TMR

10. FIRST SUBMISSION DATE:

First Submission Date: Submit draft within 30 days after contract award.

Revision: Provide final version for approval within 60 days after contract start.

Review: Provide annual review and update as required. If there are no changes since the last update, the contractor shall re-certify it's accuracy NLT 1 October of each fiscal year.

11. MAINTENANCE: Changes to the plan shall be incorporated as required by change page or complete reissue. Changes to Flight Readiness Status and Endorsements shall be made as required. The contractor shall maintain a historical file of Flight Readiness Status.

12. COPIES/DISTRIBUTION:

1 original/record (hard copy): OH2/Data Management

1 electronic copy: to a Program authorized repository (EDMS or successor equivalent system)

Additional distribution per Contracting Officer's letter

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Environmental and Energy Consuming Product Compliance Reports	2. Date of Current Version	3a. DRD No. MIC-PM-07	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1		4. Use (Define need for, intended use of, and/or anticipated results of data) Used to complete JSC's required annual report to NASA HQ on affirmative procurement, waste reduction, energy efficient product procurement, and ozone depleting substances.	
5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA		6. References (SOW, Clause, etc.) JPR 8550.1, JPR 8553.1	
7. Interrelationships (e.g., with other DRDs)			

8. Preparation Information (Include complete instructions for document preparation)

For Section I and III, where the Contractor does not purchase any designated product during the fiscal year, the report shall be a statement to that effect.

For Section IV, if the Contractor does not purchase, own, operate, maintain, or repair ODS equipment on-site, the report shall be a statement to that effect.

Fiscal year is the Federal Government fiscal year and is defined as October 1 through September 30.

I. Annual Affirmative Procurement Report

The Contractor shall track and report each January 15 to the JSC Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all products on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the USDA Farm Bill Biobased list:

- a. The total amount of each item purchased during the previous fiscal year in dollars (\$),
- b. The total amount of each listed item purchased during the previous fiscal year that contained at least the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- c. The total amount of each listed item purchased during the previous fiscal year that contained some recycled content or biobased content but less than the minimum recommended percentages of recycled content or biobased content during the fiscal year in dollars (\$),
- d. The number of waivers and the name of the item each waiver was requested for submitted to the Environmental Office during the previous fiscal year,
- e. The total amount purchased for each waived item during the previous fiscal year in \$, and
- f. A narrative explanation of constraints for purchasing each item that did not meet affirmative procurement or biobased content requirements during the previous fiscal year.

II.a Waste Reduction Activity Report

The Contractor shall track and report each January 15 to the JSC Environmental Office any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. This may be done through recycling* or waste prevention**. *This may be accomplished through source reduction or by increasing reuse and recycling of items that would normally go to the landfill (trash).* The information will be included in JSC's annual report to NASA HQ on waste reduction activities. Limit responses to one page or less per item. The response should include a description of the activity, the materials or wastes reduced, an estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.

- * Recycling means the series of activities, including collection, separation, and processing by which products or other materials are recovered from the solid waste stream for use in the forms of raw materials in the manufacture of products other than fuel for producing heat or power by combustion.
- ** Waste prevention means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

II.b For Construction/Facility Modification Contracts Only:

The Contractor shall track and report to the JSC Environmental Office the total weight in pounds of material sent to the landfill (this does not include shipments managed and paid for by the Environmental Office or their support contractor) and the total number of pounds of material recycled by media (scrap metal, wood, concrete, soil). The report is due within 30 days of completion of all waste generating and recycling activities or of final waste shipments associated with the project and in no case later than completion of the contract.

III. Annual Energy Efficiency Product Procurement Report

The Contractor shall report to the JSC Energy Manager, on January 15 of each year, information on purchases of energy consuming products made by the Contractor (including subcontracts) beginning upon contract start. This includes the purchase of premium efficiency motors and efficiency lighting covered by the Energy Policy Act of 2005. The report shall provide the following:

- a. A list of all energy consuming products purchased during the previous fiscal year.
- b. The total purchase cost of each item on the list.
- c. A designation of which items were Energy Star or Federal Energy Management Program (FEMP)-sanctioned.
- d. For each Energy Star or FEMP-sanctioned product purchased, provide:
 - i. The simple payback value as determined by the contractor's life cycle cost analysis.
 - ii. The annual savings in dollars and BTUs due to the purchase of the item
- e. Metrics which show the effectiveness of the contractor's purchases
 - i. Percentage of purchased products that are Energy Star and FEMP-sanctioned against the total number of energy consuming products purchased.
 - ii. Total dollar value of the purchased products that are Energy Star and FEMP-sanctioned against the total dollar value of all energy consuming products purchased.

IV. Ozone Depleting Substances (ODS) Reports

The Contractor shall track and report each January 15 to the JSC Environmental Office the following information for the previous fiscal year related to ODS equipment that the contractor purchases, owns, operates, maintains, or repairs on-site:

- a. A list of the names of all EPA-Certified service technicians employed and their certification dates
- b. A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 EPA registration
- c. A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including
 - i. any identifying equipment numbers
 - ii. the location of the equipment (building/room)
 - iii. the owning organization or contract name and number
 - iv. a narrative description of the equipment.
 - v. refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year.

9. OPR: JE – JSC Environmental Office

10. FIRST SUBMISSION DATE: January 15, 2011.

Frequency of Submission: After initial approval - Annually after that on Jan 15 of each contract year.

11. MAINTENANCE: Electronic, as required (see additional submissions)

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management , COTR, CO

1 electronic copy: Program Authorized Repository

1 electronic copy: JSC/JE

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Contract Close-out Plan	2. Date of Current Version	3a. DRD No. MIC-PR-01	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1	4. Use (Define need for, intended use of, and/or anticipated results of data) Manage and control contract close-out.		5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) Clause F.6		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

SCOPE: This plan shall provide the details necessary to transition the contract to any follow-on contract and to close out the existing contract.

CONTENT: The content of the deliverables shall include:

- A. Implementation Strategy
- B. Task description and schedule
- C. Staffing profile
- D. Cost Estimate

FORMAT: Contractor's format is acceptable

9. OPR: BG

10. FIRST SUBMISSION DATE: Six months prior to the end of the contract

Frequency of Submission: Once

Additional Submissions: N/A

11. MAINTENANCE: Electronically.

12. COPIES/DISTRIBUTION:

1 copy (electronic): Program authorized repository

Program Authorized Repository Upload Notification: OH2/Data Management for distribution to Contracting Officer and COTR

Program Authorized Repository Upload Notification: BG

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Wage/Salary and Fringe Benefit Data	2. Date of Current Version	3a. DRD No. MIC-PR-02	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 3		4. Use (Define need for, intended use of, and/or anticipated results of data) The Wage/Salary and Fringe Benefit Data will be used by the NASA Contracting Officer and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) e-98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.	
6. References (SOW, Clause, etc.) FAR 52.222-41, Service Contract Act of 1965, As Amended		7. Interrelationships (e.g., with other DRDs) FAR 52.222-41	
5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA			

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

SCOPE: The Wage/Salary and Fringe Benefit Data must be submitted by the contractor, and any subcontractors which are subject to the provisions of the Service Contract Act of 1965, to the Contracting Federal Agency. This requirement is in accordance with FAR regulations 22.1007 and 22.1008.

CONTENTS: The Wage/Salary and Fringe Benefit Data should contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information," "Fringe Benefit for Service Employees," and "Fringe Benefits per Collective Bargaining Agreement." The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications if union represented employees are working on the contract. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for non-represented classifications and for each separate CBA, if applicable. A separate form must be completed for the prime and each subcontractor. Three hardcopies and one electronic copy of each Collective Bargaining Agreement are required if organized labor is represented on your contract.

FORMAT: The Wage/Salary and Fringe Benefit Data should be in a format substantially the same as enclosed with this DRD (Forms 2, 3A, 3B, 3C and 4).

9. OPR: BA

10. FIRST SUBMISSION DATE: Thirty (30) days after contract award.

Frequency of Submission: Annually, 90 days prior to the anniversary date of the contract.

Additional Submission: N/A

11. MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management, CO, COTR, and BB/Contract Labor Relations Officer

1 Hardcopy: BB/Contract Labor Relations Officer

13. REMARKS: Sample Work Sheet

Attachment to MIC-PR-02
FORM 2
PAGE 1 OF 1

WORK SHEET FOR SF-98 DATA					
WAGE RATE INFORMATION					
CONTRACTORS LABOR	WAGE DETERMINATION	EXEMPT OR NON EXEMPT	UNION OR NON UNION	CURRENT HOURLY RATE	MYE NO OF EMPLOYEE S
CLASSIFICATION	CLASSIFICATION				
Illustration of required data:					
Project Manager	Not Required	E	N	\$40.00	1
Supervisor	Not Required	E	N	\$32.00	1
Electrical Engineer	Not Required	E	N	\$26.50 - \$30.00	3
Engineer Technician, Jr	Engineering Tech, I	N	N	\$16.59 - \$18.00	12
Engineer Technician, Sr	Elect Tech Main II	N	U	\$23.28 - \$24.00	4
Secretary	Secretary I	N	N	\$15.92 - \$17.50	2
File Clerk	General Clerk II	N	N	\$12.97	1
Clerical Data Entry	Word Processor I	N	N	\$12.27 - \$12.90	3

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this contract.

All nonexempt labor classifications must be matched to wage determination classes listed in the area wage determination or applicable collective bargaining agreement.

(Continue on a blank page if necessary)

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For Period from _____ to _____

Contractor: _____

Number of nonexempt employees on contract: _____

Total number of employees on contract: _____

1. Health and Welfare Items and Other Fringe Items:
(Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

<u>Item</u>	<u>Coverage Provided</u>	<u>Average Hourly Cost</u>
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

2. Paid Absences

	<u>Service Requirement</u>	<u>Days per Year</u>
a. Vacation		
b. Holidays		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

Signature of Company Representative_____
Date*(Continue on a blank page if necessary)*

FRINGE BENEFITS FOR EXEMPT EMPLOYEES

For Period from _____ to _____

Contractor:

Number of exempt employees on contract: _____

Total number of employees on contract: _____

1. Health and Welfare Items and Other Fringe Items:

(Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

<u>Item</u>	<u>Coverage Provided</u>	<u>Average Hourly Cost</u>
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

2. Paid Absences

	<u>Service Requirement</u>	<u>Days per Year</u>
a. Vacation		
b. Holidays		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

Signature of Company Representative

Date

(Continue on a blank page if necessary)

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number:

Number of employees in bargaining unit _____

Total number of employees on contract _____

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)

2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	Coverage Provided (Yes or No)	Average Hourly Cost
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		

(Continue on a blank page if necessary)

FORM 3C
Page 2 of 2

3. Paid Absences:

	Service Requirement	Days per Year
a. Vacation		
b. Holiday		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

4. Severance Pay: (Briefly describe terms and amounts.)

5. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)

6. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

Signature of Company Representative

Date

(Continue on a blank page if necessary)

FORM 4

Page 1 of 1

DESCRIPTION OF FRINGE BENEFITS				FORM 4
<input type="checkbox"/> Prime Contractor:				
<input type="checkbox"/> Major Subcontractor:				
DESCRIPTION	EXEMPT	NON-EXEMPT	Ref.	
Insurance (Life)				
Insurance (Health) (Employee/Company Share)				
Insurance (Dental, Disability, Etc.)				
Retirement				
Severance Pay				
Personal Leave				
Sick Leave				
Vacation				
Holidays				
Special Workweek				
Overtime Policy				
Uncompensated Overtime				
Pension Portability				
Pay Differentials Policy				
Shift				
Off-site				
Compensatory Leave Policy				
Award Policy				
Suggestion				
Other				
Bonus Plan				
Training				
Employee Morale				

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Reprocurement Data Package 1b. Data Type: 2	2. Date of Current Version	3a. DRD No. MIC-PR-03	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment and resource/cost information used to perform future reprocurement activities. Note: This data may be disclosed to competing offerors in the future			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) Clause H.15		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

SCOPE: Analytical models, unique tools, supporting documentation, equipment and resource/cost information shall be submitted in accordance with this DR.

CONTENTS:

- A. A catalog of models and tools provided according to any DR on this contract shall be developed which contains the following:
 - 1) Unique name of item,
 - 2) Version number, revision number, or release date as appropriate,
 - 3) Abstract which describes purpose or use of item,
 - 4) Location of electronic copy.
- B. Models and tools to be submitted include:
 - 1) Models which are delivered per requirements contained in any other DR on this contract shall not be redelivered for this DR. However, each shall still be documented appropriately.
- C. Supporting documentation for the use of each item, including those submitted per other DRDs on this contract where that DRD doesn't require it, shall be submitted. The documentation shall include, at a minimum, the following information:
 - 1) Purpose of the model or tool;
 - 2) Inputs required;
 - 3) Governing assumptions or constraints, including definition of the Vehicle configuration if pertinent to the model definition or its use;
 - 4) Model or tool certification history, including description of validation methods used and results of correlation activities;
 - 5) Association with other models, such as connection between an integrated ISS model and a supporting element model;
 - 6) For models, necessary tools such as a specific software modeling environment required to operate the model;
 - 7) For tools, necessary platforms such as computer processor requirements or operating system limitations.
- D. Data package containing the following:

- 1) Labor resources.
- E. List of all direct labor skills by labor category, segregated by current work breakdown structure (WBS).
- F. An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense.
- G. Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration.
- H. The number of Work Year Equivalents (WYEs) and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS.
- I. Seniority level of all skills on the current contract:
 - 1) Non-labor resources.
- J. List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS.
- K. Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.
 - 1) The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.
 - 2) Equipment (additional information to that listed in #2, a., above):
List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:
 - (a) Description of the equipment (include make and model #),
 - (b) Location of the equipment (address, building and room #),
 - (c) Date purchased,
 - (d) Purchase price of the equipment,
 - (e) Current depreciated value of the equipment.

FORMAT: Electronic

9. OPR: COTR

10. FIRST SUBMISSION DATE: 1 year prior to contract end or at the CO's direction.

Frequency of Submission: No periodic submissions required per this DR (this does not relieve the requirement for periodic or incremental deliveries per other DRs).

Additional Submissions: End of period of performance: submission of current version of all models, tools, and supporting documentation which have been updated since first submission

11. MAINTENANCE: All models/tools shall be maintained electronically. All documentation developed to support the use of each model/tool shall also be maintained electronically. Both the models and the supporting documentation shall be updated as necessary to perform the assessments for which they were developed.

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: COTR

1 electronic copy: Program Authorized Repository

13. REMARKS: It is only intended that unique models and tools developed for the ISS Program be delivered per this DRD. Unmodified commercially available tools should not be delivered, but must be referenced in the supporting documentation.

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Task Order Plan	2. Date of Current Version	3a. DRD No. MIC-PR-04	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1			
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide content and format requirements for task order negotiations.			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) Clause H.3, NFS 1852.216-80 Task Ordering Procedure		7. Interrelationships (e.g., with other DRDs) MIC-PM-02 Integrated Management Review Products; MIC-PC-01 Financial Management Reporting	

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

SCOPE: Task order plans shall be submitted to the Contracting Officer for the negotiation and definitizing of task orders in accordance with this DRD and NFS 1852.216-80, Task Ordering Procedure.

CONTENTS: The contractor shall develop and maintain a task order plan that documents the reasonableness of the contractor task order proposals and/or revisions.

I. INTRODUCTION

The purpose of the task order plan is to identify the technical approach, period of performance, resource and schedule requirements, and other information necessary to determine the reasonableness of the contractor's task order proposal.

A. BASIS-OF-ESTIMATE (BOE)

The contractor shall develop a task order BOE which shall document the reasonableness of the contractor's task order proposal. The BOE shall identify the technical approach, task scope, assumptions, exclusions, and cost risks and opportunities. The BOE may also reference agreements with the customer if the proposed effort was developed on a partnered basis. The BOE shall identify the resources needed to accomplish the proposed scope of work including:

1. Identify specific labor resources, supporting rationale, and technical approach to meet task order labor requirements.
2. Identify direct labor resources by breakdown structure (WBS) including types and quantities of proposed labor resources. Note: Proposed labor categories shall be consistent with Clause B.4 – Indefinite Delivery/Indefinite Quantity Orders.
3. Identify proposed resources by WBS including loaded labor rates, materials, travel, other direct costs/price, and subcontractor cost/price.
4. Identify threats or constraints that may require work scope restructure or reassessment of the resource-loading requirements.

Task order BOE shall be maintained throughout the task order period of performance without revision. Proposed changes to the BOE will be consistent with the above requirements. Historical BOE pricing data shall be maintained by the contractor, and shall be used to develop the resource baseline of future task orders.

B. RESOURCE-LOADED SCHEDULE (RLS)

The contractor shall develop and maintain a resource-loaded schedule for each approved task order. The RLS shall identify time-phased task order deliverables, milestones, and work activities. The RLS shall assign resources to task order activities, monitor progress of activities toward project objectives, and forecast future schedule performance. RLS shall include the following:

1. Period of performance including start and end dates.
2. Time-phased resource loading by task order.
3. Task order deliverables and milestones.
4. Revisions to resource baseline.

Note: All performance and variance analysis reporting shall be traceable to the RLS. (Reference MIC-PM-02 Integrated Management Review, and MIC-PC-01 Financial Management Reporting).

C. ADDITIONAL INFORMATION

The Contracting Officer may require the contractor to provide additional information to determine the reasonableness of the contractor's task order proposals.

FORMAT: Hard Copy / Electronic - NASA Standard Load (Note: Alternate contractor formats will be considered)

9. OPR: BG/ Contracting Officer

10. FIRST SUBMISSION DATE: Initial submittal due within 1 week of request; final due within 30 days of task order definitization; and with each task order revision.

11. MAINTENANCE: The document shall be delivered and maintained electronically and in the official contract file. Changes shall be incorporated as required by change pages or complete reissue.

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: COTR

Program Authorized Repository Upload Notification: BG/Contracting Officer/Contract Specialist

1 electronic copy: Program Authorized Repository

13. REMARKS:

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Mission Assurance and Risk Management (MA&RM) Plan	2. Date of Current Version	3a. DRD No. MIC-SA-01	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1			5. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
4. Use (Define need for, intended use of, and/or anticipated results of data) The plan is used to ensure that the contractor will use the correct policies, procedures, and processes to implement the requirements of Section 1.1.4 of the SOW.			
6. References SOW 1.1.4		7. Interrelationships	

8. PREPARATION INFORMATION: The contractor shall prepare the DRD as follows:

SCOPE: Applicable to all sites where the contractor is operational under this contract.

CONTENT: The plan shall demonstrate the contractor's compliance with meeting paragraph 1.1.4 of the SOW:

Safety and Mission Assurance (S&MA) Management (SOW 1.1.4) – Description of the contractor's processes for establishing and maintaining a Quality Management System that complies with the SAE Aerospace Standard AS9100C Quality Management Systems – Requirements for Aviation, Space and Defense Organizations, Lessons Learned in accordance with JPR 2310.1, JSC Organizational Learning Process and NPR 7120.6, Lesson Learned Process.

FORMAT: Format supported by MS Word

9. OPR: OE/ISS Program Safety and Mission Assurance/Program Risk Office

10. FIRST SUBMISSION DATE: The MA&RM Plan shall be submitted in draft form within thirty (30) days after contract award. Final within ninety (90) days after contract start.

Frequency Of Submission: The MA&RM Plan shall be reviewed at least annually thereafter and updated as required.

Additional Submissions: If there are no changes since the last update, the contractor shall re-certify its accuracy NLT 1 October of each year.

11. MAINTENANCE: The document shall be delivered and maintained electronically. Changes shall be incorporated as required by change page or complete reissue.

12. COPIES/DISTRIBUTION: (Per Contracting Officer's letter)

1 original/record (hard copy): OH2/Data Management

1 copy (electronic): Program authorized repository (EDMS)

13. REMARKS: The MA&RM Plan requires approval from the Manager, S&MA/Program Risk Office.

NASA Data Management will send notification to the following:
OE/Safety and Mission Assurance/Program Risk

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Safety and Health Plan – Nonhazardous Services	2. Date of Current Version 09/2009	3a. DRD No. MIC-SA-02	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 1	4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes Safety and Health Compliance Plan for contractors providing support to JSC organizations ***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division, mail code NS		5. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA/PR
6. References (SOW, Clause, etc.) OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations, and JPR 1700.1 JSC Safety and Health Handbook		7. Interrelationships (e.g., with other DRDs) Safety and Health Program Self Evaluation (when required by contract)	

THIS VERSION OF THE SAFETY AND HEALTH PLAN REQUIREMENTS IS RESTRICTED TO SERVICE CONTRACTS PERFORMED PRIMARILY IN NONHAZARDOUS SETTINGS (SUCH AS AN OFFICE ENVIRONMENT).

Frequency of Submission. Initial submission as stated in the Request for Proposal (RFP). Upon NASA approval, the Contractor's Safety and Health Plan is amended to the contract and become a Contractual Requirement.

Distribution: After the plan is approved by NASA, the CO will retain the plan in the Contract file. The Contractor will send additional copies to each of the following:
 Contracting Officer (1 hard copy and 1 electronic copy by email or CD)
 NS/Safety and Test Operations Division (1 electronic copy by email or computer diskette)
 JSC Occupational Health Officer (1 hard copy)
 JSC Emergency Preparedness Office (1 hard copy)

Additional distributions to NASA information systems may be required – see Data Requirements List.

Subsequent Revisions to the Plan: Review the plan annually (or more frequently as directed by the CO). The plan shall be updated to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted to the distribution list above at the start of each Contract year. If no changes are required after the annual review, notify the individuals in the distribution list in writing to that affect.

Other Deliverables: The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the Contractor to provide this information. The reports and deliverables include the following (along with paragraph references):

- 1.5.2 Company Physician/Occupational Injury/illness case manager – at contract start and as revised.
- 1.5.3 Building Fire Wardens (Roster)
- 1.5.4 Designated Safety Official
- 1.8.2 Safety and Health Self Evaluation Report
- 1.9.1 Roster of Terminated Employees
- 1.9.2 Material Safety Data Sheets (MSDS)
- 1.9.3 Hazardous Materials Inventory
- 2.1.1 Job Hazard Analysis for Offices (when revised after contractor review)
- 2.4 Inspection results entered in Building Inspection Tracking System (BITS)
- 2.4.2 Monthly Metrics Report – inspection finding and corrective actions
- 2.4.2 Hazard Abatement Tracking System – for hazards open more than 30 days.
- 2.6 Close calls forwarded to JSC close call tracking system.
- 2.7.1 Mishap reporting and Lessons Learned.

- 2.7.2.a JSC Form 288, "Accident/Incident Statistics"
- 2.7.2.b OSHA logs
- 3.1, 3.12 Hazards recorded in JSC Hazard Abatement Tracking System.
- 3.12.3 Interim and Final Abatement Plans.

Format:

1. Cover page - to include as a minimum, signatures of Contractor's project manager and designated safety official. Once approved by NASA, the plan will be placed on the contract.

2. Table of Contents. See content below.

3. Body of plan - as required. Contractor's format is acceptable but should be aligned with the elements of the content below. **A correlation matrix is recommended.**

4. When preparing its plan, the Offeror/Contractor is expected to review all the items below and tailor its plan accordingly. **Tailoring is the process of identifying those items that must be performed to assure the safety of the contractor's employees while performing work on the contract. The contractor is part of a larger program – the NASA safety program – which has other contracted employees, civil servants, and other third parties that must be protected from any hazard in the workplace wherever they arise. This includes the following:**

a. Hazards associated with work done on contractual tasks.

b. Hazards that arise from non-contractual operations in the vicinity of contractor's workers.

c. Hazards that arise from contractual operations which may affect the safety and health of individuals and assets outside this contract.

5. The plan will clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions. For further information, see the LIST OF INSTALLATION PROVIDED FACILITIES AND SERVICES provided in this RFP.

Details:

1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

1.0 Management and employees work together as a team to provide a safe and healthful workplace. They are part of a larger safety and health program that involves other employers including but not limited to the government. Management and employee synergies often must work together across contractual lines.

1.1 Policy: Provide the Contractor's safety and health compliance policy statement with the plan. Compare the Contractor's policy statement with those of NASA and OSHA and identify any differences. Provide an explanation of the impact of identified differences and why you have taken this approach.

1.2 Goals and Objectives. Describe your approach to the following:

1.2.1 Specific annual safety and health goals and objectives to be met. Include innovative employee input systems and management approaches that produce a measurable rate of improvement in employee participation. These goals and objectives may or may not be quantifiable. Explain how you will evaluate your accomplishment of these goals and objectives.

1.2.2 Describe methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).

1.3 Management Leadership. Describe **how management will demonstrate its** commitment to safety and health compliance through visible management activities and **fulfill its line management responsibilities for safety and health.** Describe **specific** processes and **techniques for implementation** in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4 Employee Involvement. Describe procedures to promote, implement, and sustain employee (e.g., non-supervisory) involvement in safety and health compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the Contract are equitably represented. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.

1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. As a minimum, the Contractor will identify the following:

1.5.1 Safety Representative - **identify by title the individual who will be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in various joint meetings, forums, and other activities related to the JSC Safety and Health program.**

1.5.2 Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness by name, address, and telephone number to the JSC Occupational Medicine Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Promptly notify the JSC Occupational Medicine Clinic of any changes.

1.5.3 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes) to JSC/Safety and Test Operations Division, mail code NS. Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The Roster shall be maintained by letter to the JSC Safety and Test Operations Division, mail code NS, with copies to the Contracting Officer and the Contracting Officers Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.

1.5.4 Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.

1.6 Provision of Authority. Describe your approach to maintain consistency of this plan throughout the life of the contract with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations.

1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be described and implemented as appropriate.

1.8 Program Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of:

1.8.1 [RESERVED.]

1.8.2 Safety and Health Self Evaluation Report - a written self-evaluation report to be delivered at least once per year. (Note: This self evaluation is not the same as the Contractor performance self evaluation but may be used for that purpose if specifically required by the contract.) The self-evaluation shall follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, "Format for Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan. The report is required by the JSC Safety and Test Operations Division, mail code NS, by September 30 of each year.

1.9 Miscellaneous Reports. The Contractor will acknowledge the following as standing requests of the Government and to be handled as described below.

1.9.1 Roster of Terminated Employees - identify personnel terminated by the contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:

- a. Date of report, Contractor identity, and Contract number.
- b. For each person listed, provide name, social security number, and date of termination.
- c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.

1.9.2 Material Safety Data Sheets (MSDS) - the Contractor must deliver MSDS for any hazardous materials it brings onto Government property or included in products delivered to the Government. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central MSDS Repository (maintained by the JSC Occupational Medicine Occupational Health contractor) along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrive with the material and is needed for immediate use, the MSDS shall be delivered to the Central MSDS Repository by close of business of the next working day after it enters the site.

1.9.3 Hazardous Materials Inventory - when so directed by government contract administrators, the Contractor shall compile an inventory report of all hazardous materials in its possession on Government property. The call for this inventory and instructions for delivery will be issued by the JSC Occupational Medicine Occupational Health contractor, mail code SD33. This information shall use the format used by JSC for chemical inventory compilation and typically asks for the following information:

- a. The identity of the material, product number, chemical, manufacturer, and National Stock Number (NSN) if available.
- b. The location of the material by building, room and area/cabinet number.
- c. The quantity of each material normally kept at each location (number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds).
- d. Peak quantity stored.
- e. Actual or estimated rate of annual usage of each chemical.

1.10 Government Access to Safety and Health Program Documentation. The Contractor shall state in its plan, that all safety and health documentation (including relevant personnel records) **are to be made** available without

impediment for inspection or audit to Government safety and health professionals and their representatives. Electronic access by the Government to this data is acceptable as long as Privacy Act **and information security** requirements are met. For the purpose of this plan, safety and health documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, or emergency preparedness.

1.11 Review and Modification of Safety Requirements. The Contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative (COTR) in accordance with established contractual procedures.

1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that **subcontracts** contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that NASA safety requirements and tasks are clearly stated (flowed down) in subcontracts.

1.13 [RESERVED.]

2. WORKSITE ANALYSIS

2.0 Worksite analysis is needed to identify hazards and other safety and health threats to employees and valuable assets. The Government has already determined the Contract will provide nonhazardous services which contain a limited number of hazards. Analysis will include primarily the following: developing job hazard analyses for its employees; provisions to protect its employees from hazards in their work areas; inspections of the workplace; investigations of mishaps and close calls; and the submission of safety and health data to the Government.

2.1 ANALYSIS OF Worksite Hazards. The Contractor shall perform the following analyses:

2.1.1 Job Hazard Analysis for Offices. The Contractor is recommended to use the office job hazard analysis template at TBD to establish its office safety program. The template may be amended as need; changes to the JHA will be delivered to JSC Safety and Test Operations Division **for** review and concurrence. The Office JHA will be reviewed periodically with contract personnel and updated as needed. The reviews will be documented and tracked so that each contract employee's review is fully demonstrated.

2.1.2 Hazards from Nearby Operations not in the Contractor's control. The Contractor will be collocated with other Government personnel and contractors who may perform hazardous operations. The contractor will assess these nearby operations for potential threats to its employees and establish controls for their mitigation. This may require coordination with the owner of the nearby operations.

2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC **authorities responsible** for industrial hygiene **at JSC-administered installations**. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Medicine Occupational Health contractor within 15 days of receipt of results.

2.3 AND SUB TIERS [RESERVED.]

2.4 Inspections. The contractor's plan will include assignments, procedures, and frequency for regular inspection and evaluation of its assigned work areas for hazards and accountability for implementation of corrective measures. In general, 100% coverage of work areas will be inspected every three months. The completion of all inspections will be recorded in the JSC Building Inspection Tracking System (BITS). Refer to paragraph 2.4.2 below for instructions on how to document findings and corrective actions.

2.4.1 The Contractor will describe administrative requirements and procedures for implementation of regularly scheduled inspections of their assigned areas for hazards including coordination of findings with area supervisors, facility managers, and JSC safety and health representatives as needed.

2.4.2 All inspection findings and corrective actions will be documented and included with the Monthly Safety and Health metrics report (SA-1-14) In addition, hazards that remain open for more than 30 days will be reported to JSC Safety and Test Operations Division through JSC-safety-report-submittals@mail.nasa.gov. Inspections will identify:

- a. Discrepancies between observed conditions and applicable requirements,
- b. The hazard(s) posed by the discrepancy and the severity and probability of an injury, illness, property damage, or environmental damage.
- c. Corrective measures or controls implemented to eliminate or control the hazard and schedules for completion. This includes interim actions, remedial actions, and final actions.
 - i. Interim Actions are those actions immediately taken to make conditions safe at the point of the inspection.
 - ii. Remedial actions are those actions taken to ensure the same condition does not exist in other areas under the contractor's jurisdiction and if they do, are rendered safe.
 - iii. Final actions are those actions taken to prevent recurrence.
- d. Notification to facility managers, work area supervisors, JSC safety professionals, and JSC health professionals of hazards that pose an imminent or significant risk to safety and health of employees, operations, or facilities. This may require immediate actions such as evacuations, stop work, or shut down of operations.
- e. [RESERVED.]

2.5 Protective Equipment – If the Contractor plans to use protective equipment, then set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs. Describe any training requirements to ensure effective use of such equipment.

2.6 Employee Reports of Hazards - Identify methods to encourage employee participation in JSC's Close Call Reporting System to report observed hazardous conditions and events (e.g., close calls). The Contractor may implement an internal close call reporting system provided features of JSC's closed call reporting system are adopted and close call information is included in the JSC closed call tracking system. The contractor's approach shall not unnecessarily inhibit employee participation in JSC's Close Call Reporting System.

2.6.1 The Contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees.

2.6.2 The Contractor will describe methods to be used to incorporate employee insights into hazard abatement and motivation/awareness activities.

2.7 Accident and Record Analysis.

2.7.1 Mishap Reporting and Investigation. The Contractor will describe its approach to mishap notification and response, reporting, investigating, and correcting negative findings that are discovered in its investigations. A full discussion of NASA requirements is found in NPR 8621.1 and JPR 1700.1. Key items from NPR 8621.1 and JPR 1700.1 are identified below and must be included in the safety and health plan.

2.7.1.1 Mishap Notification and Response – the contractor will describe how it will ensure prompt notification of mishaps and how it will respond to such notifications. The expectation is that employees will notify their managers as soon as possible after a mishap to allow a preliminary investigation to secure the scene, identify witnesses, and to safeguard evidence, personnel or property. The contractor will notify the Safety and Test Operations Division, the Contracting Officer, and the Contracting Officer's Technical Representative **immediately** under the following circumstances:

- a. Fatality, hospitalization, or total or partial permanent disability to one or more persons.
- b. Property damage equal to or greater than \$250,000.
- c. Mishaps involving NASA personnel or NASA property regardless of severity.
- d. Any mission failure.

2.7.1.2 Who performs the investigation – the Contractor shall recognize that the Government may chose to immediately initiate a preliminary investigation including taking custody of the mishap scene and the collection of witness statements as a prelude to a Government investigation. Factual evidence will be made available for the contractor's investigation at a time to be determined by the Government Investigating authority.

2.7.1.3 Initial Reporting – the contractor will provide an initial report within 24 hours of the mishap containing basic information that identifies personnel injured, the property damaged or lost, and the name and contact information of the appointing official and investigator. NASA Form (NF) 1627 (found at <http://jsc handbook.jsc.nasa.gov/>) will be used as a guide for the initial report. This report will be required for:

- a. All mishaps and close calls (as defined by NPR 8621.1B) which occur onsite at a JSC-administered establishment. This includes Government owned and contractor operated facilities.
- b. All type A and B mishaps at contractor and third party facilities when the mishap is a direct result of work performed on the contract.
- c. All type C property damage mishaps at contractor and third party facilities when the mishap is a direct result of work performed on the contract.

2.7.1.4 Interim Reporting. The contractor is expected to submit interim reports that bring attention to specific issues such as product safety or performance defects; procedural issues; or other items of an urgent nature requiring an immediate and timely intervention by other parties. The contractor may use its own format for interim reports.

2.7.1.5 Mishap Investigation. The Contractor will investigate all mishaps it incurs while performing contract work. The investigation will include a determination of the root causes, findings, contributing factors, and recommendations for corrective action. The results will be documented in the contractor's format. All mishaps reported to the Government will require delivery of the contractor's mishap investigation report (the standard is within ten working days for routine mishaps⁰. If more time is needed, coordination with the Contracting Officer and NASA safety managers will be required. The Government may establish a delivery date up to 75 days after the mishap investigation begins. The contractor's final report shall identify which parts of the report are proprietary for business reasons or otherwise controlled for reasons of security. The Government reserves the right to initiate release of the report in accordance with processes specified in NPR 8621.1.

2.7.1.6 Corrective Actions. The Contractor will provide a corrective action plan that is traceable to findings, root causes, contributing factors, and recommendations. Each corrective action will be assigned to a specific assignee with estimated completion dates. The contractor will be responsible for notifying the Government of completion dates and changes in the schedule. Actions assignable to the Government or other parties will be so indicated.

2.7.1.7 Lessons Learned. The Contractor will identify develop and submit lessons learned suitable for inclusion in the JSC Lessons Learned Database in accordance with JPR 2310.1, JSC Organizational Learning Program. A negative report that there are no candidate lessons may be acceptable. Candidate lessons (including a negative report as appropriate) will be included with the investigation report as an appendix.

2.7.2 Trend Analysis – Provide trend analysis data as follows.

- a. Accident/Incident Summary Report - The Contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident/Incident Statistics" as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status and updated monthly until the case is closed. Negative reports are also required monthly. Report frequency is monthly; date due is the 10th days of the month following each month reported. Report to be delivered to the Safety and Test Operations Division, mail code NS, or by attaching to an e-mail and transmitting to JSC-Safety-Report-Submittals@mail.nasa.gov.
- b. Log of Occupational Injuries/Illnesses - For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (OSHA 300 and OSHA 300A) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. If the Contractor is exempt by regulation from maintaining and publishing such logs, data equivalent to the OSHA log but in Contractor's format is acceptable. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following) or as soon as possible after contract termination.

3. HAZARD PREVENTION AND CONTROL

3.0 Once hazards are identified, they must be eliminated or controlled to lessen the risk to personnel, facilities, and the work environment. This section builds on worksite analysis described in section 2.0 above.

3.1 Identified hazards must be eliminated or controlled. In the multiple employer environment of the Center, it is required that hazards including discrepancies and corrective actions be collected in JSC's center wide Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.

3.2 Appropriate Controls. The contractor will select and implement controls necessary to mitigate hazards to an appropriate level of risk. Refer to the hazard reduction precedence sequence for details (see JPR 1700.1). Describe how you will identify and accept any residual risk. Describe how you will verify the initial and ongoing effectiveness of controls. The Contractor will describe how it will coordinate the acceptance of risk with facility managers and safety, health, and emergency authorities at NASA.

3.3 [RESERVED.]

3.4 Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in procedural documentation. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual or workbook) and be readily available to personnel as required to safely perform their duties.

3.5 to 3.9 [RESERVED.]

3.10 Preventive Maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized.

3.11 Medical (Occupational Healthcare) Program. Discuss implementation of JSC's "Clinic First" policy when on site to include return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses. Discuss your need for a medical surveillance program and injury/illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss your approach to Cardiopulmonary Resuscitation (CPR), first aid, and use of emergency fibrillation equipment.

3.12. Hazard Correction and Tracking. Describe how you will participate in JSC's Hazard Abatement Process (found on line @ <http://www.srqa.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:

3.12.1 How you will provide data for inclusion in JSC's Hazard Abatement Tracking System. You may document your hazard correction in one of two ways:

- a. Provide all data to JSC HATS for hazards within Contractor-occupied facilities.
- b. Utilize your own electronic systems to track such hazards and their correction provided you give Facility managers and Government safety officials or their representatives read access to your systems including the printing of reports.

3.12.2 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other Contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with Facility Managers.

3.12.3 Interim and Final Abatement Plans - Describe how you will approach interim and final abatement of hazards. Discuss your approach to posting abatement plans using JSC Form 1240, "JSC Notice of Safety or Health and Action Plan", or equivalent. Alternative methods of getting equivalent information to all affected employees may be proposed. Discuss compatibility of your system with JSC's role of facility managers in abatement planning, implementation, and verification.

3.13 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.

3.14 Emergency Preparedness. Provide details on your approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather; 29 CFR 1910.120 (HAZWOPER); and local, regional, and national incidents at JSC as proscribed by JPD 1040.2, JSC Emergency Preparedness Program and JPR 1040.4, JSC Emergency Preparedness Plan. Include how you will protect employees and facilities, and how you will notify JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Include with this plan your pre-planning strategies and how they will be implemented through procedures, training, drills, etc. Identify your methods and schedules to verify emergency readiness. Describe how your employees will be able to locate and be knowledgeable in appropriate emergency action plans.

4. SAFETY AND HEALTH TRAINING

4.0 Employees (including management and supervisors) must be trained on the responsibilities to protect themselves and the facilities and operations in which they work. The results of worksite analyses and hazard prevention and control feed the resulting training programs. Timely feedback from trainees is critical to ongoing improvement of training material and course content.

4.1 Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.

4.2 Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, fire drills, etc. Discuss your approach to written exams (a NASA requirement) and other methods to establish trainee proficiency.

4.3 Describe approach to training personnel in the proper use and care of personal protective equipment (PPE) if appropriate.

4.4 Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss methods to obtain feedback on the success of the training.

4.5, 4.6 [RESERVED.]

4.7 Discuss approach to making all training materials and training records available to NASA and its representatives and other Federal, state, and local agencies for their review upon request.

OPR: OE/ISS Program Safety and Mission Assurance/Program Risk Office

Distribution.

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: COTR

Program Authorized Repository Upload Notification: BG/Contracting Officer/Contract Specialist

1 electronic copy: NS2/Safety and Test Operations Division

1 electronic copy: SD3/Occupational Health Officer

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123)

1a. DRD Title: Monthly Safety and Health Metrics 1b. Data Type: 3	2. Date of Current Version	3a. DRD No. MIC-SA-03	3b. RFP/Contract No. NNJ10GA20B
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes selected Safety and Health Program metrics ***The Office of Primary Responsibility for this DRD is the JSC Safety, Reliability, and Quality Assurance Office			5. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA/PR
6. References (SOW, Clause, etc.) SOW 1.1.6.1 JPR 1700.1, JSC Safety and Health Handbook		7. Interrelationships (e.g., with other DRDs) DRD MIC-SA-01	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of submission. Monthly by 10th of month following month being reported.

Distribution.

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: COTR

Program Authorized Repository Upload Notification: BG/Contracting Officer/Contract Specialist

1 electronic copy: NS2/Safety and Test Operations Division

1 electronic copy: SD3/Occupational Health Officer

1 electronic copy: Program Authorized Repository

Definitions. Refer to JPR 1700.1 and OSHA requirements for definitions of terms below.

Scope. The scope of the information required is limited to the JSC-administered establishments of Houston Texas at NASA Road One; Sonny Carter Training Facility; and Ellington Field.

Content.

I. Management Commitment and Employee Involvement.

Date of Management Safety Committee Meeting		Type/Title of Meeting	No. of Managers attending		No. of supervisors attending		No. of non-supervisory attending	
This month	Year to date		This month	Year to date	This month	Year to date	This month	Year to date

Include **electronic** copies of minutes or representative information

No. of Employee Safety Meeting		Type/Title of Meeting	No. of Employees attending		No. of managers/supervisors attending	
This month	Year to date		This month	Year to date	This month	Year to date

Include **electronic** copies of minutes or representative information

II. Worksite Analysis. Refer to JPR 1700.1 for definitions of terms.

Division	No. of Hazard Analyses				No. of Job Safety Analyses				No. of Routine Inspections			
	Required		Performed		Required		Performed		Required		Performed	
	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date
Total												

III. Hazard Prevention and Control - hazards below were found during routine and special inspections, close calls, mishap investigations, etc., and require correction.

No. of Hazards found			No. of Hazards closed <30 days			No. of Hazards open <30 days	No. of Hazards open >30 days			No. of Hazards closed >30 days			No. of JF1240s in place
Prior to month	This month	Year to date	Prior to month	This month	Year to date		Prior to month	This month	Year to date	Prior to month	This month	Year to date	

Attach copies (electronic ok if sent by e-mail) of JF 1240's (**or equivalent**) including monthly updates. Mark JF 1240's where abatement has been completed as closed.

IV. Safety and Health Training - List courses specific to **loss control initiatives (such as slips/trips falls, material handling; etc.) Report other training as "Generic safety training not otherwise specified" (examples include Hazard Communication, Confined Space entry, HAZWOPER, system safety, job safety analysis, etc.)** Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

Course Title	No. to be Trained	No. Trained	On Schedule

OPR: OE/ISS Program Safety and Mission Assurance/Program Risk Office

MISSION INTEGRATION CONTRACT

DATA REQUIREMENTS DESCRIPTION
(Based on JSC-STD-123)

1a. DRD Title: Safety and Health Program Self-Evaluation	2. Date of Current Version	3a. DRD No. MIC-SA-04	3b. RFP/Contract No. NNJ10GA20B
1b. Data Type: 3	4. Use (Define need for, intended use of, and/or anticipated results of data) Self evaluation of contractor's safety and health program performance.		5. DRD Category — Technical — Administrative <input checked="" type="checkbox"/> S&MA/PR
6. References (SOW, Clause, etc.) SOW 1.1.5.1		7. Interrelationships (e.g., with other DRDs) MIC-SA-01 Safety and Health Plan.	

8. PREPARATION INFORMATION

1. The contractor must conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.
2. Information required:
 - 2.a. The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in contractor safety program performance.
 - 2.b. Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
 - 2.c. Unresolved safety and health concerns relating to JSC operations which the contractor feels merit attention of JSC safety and health management.
 - 2.d. The goals and objectives of the contractor safety and health program for the next report period.
 - 2.e. An analysis of the contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in the Federal Register Notice 65:45649-45663, July 24, 2000.
 - 2.f. Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the contractor for each problem area.
3. Format to be as required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.
4. Report due September 30th of each year.

9. OPR: OE/ISS Program Safety and Mission Assurance/Program Risk Office**10. FIRST SUBMISSION DATE:** First submission is due September 30, 2011.

MISSION INTEGRATION CONTRACT

11. MAINTENANCE: Electronically, Information shall be updated as required by the contractor.

12. COPIES/DISTRIBUTION:

Program Authorized Repository Upload Notification: OH2/Data Management

Program Authorized Repository Upload Notification: COTR

Program Authorized Repository Upload Notification: BG/Contracting Officer/Contract

13. REMARKS: None

MISSION INTEGRATION CONTRACT

ATTACHMENT J-2

DOL WAGE

DETERMINATION

MISSION INTEGRATION CONTRACT

STANDARD FORM e98 January 1996 U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION	NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE <i>(See Instructions on Reverse)</i>	1. NOTICE NO. 71325 NASA	
MAIL TO: <div style="text-align: center;"> Administrator Wage and Hour Division U.S. Department of Labor Washington, DC 20210 </div>	2. Estimated solicitation date (use numerals)		
	Month 10	Day 30	Year 09
	3. Estimated date bids or proposals to be opened or negotiations begun (use numerals)		
	Month 01	Day 21	Year 10
4. Date contract performance to begin (use numerals)			
Month 10	Day 01	Year 10	
5. PLACE(S) OF PERFORMANCE HARRIS COUNTY, TX BREVARD COUNTY, FL	6. SERVICES TO BE PERFORMED (describe) International Space Station Mission Integration Contract		
7. INFORMATION ABOUT PERFORMANCE			
A. <input checked="" type="checkbox"/> Services now performed by a contractor B. <input type="checkbox"/> Services now performed by Federal employees C. <input type="checkbox"/> Services not presently being performed			
8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE			
a. Name and address of incumbent contractor Barrios Technology 16441 Space Center Blvd, Suite B-100 Houston, TX 77058	b. Number(s) of any wage determination(s) in incumbent's contract WD 2005-2516 WD 2005-2118		
c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). <i>Important:</i> Attach copies of current applicable collective bargaining agreements None	RESPONSE TO NOTICE <i>(by Department of Labor)</i> A. <input checked="" type="checkbox"/> The attached wage determination(s) listed below apply to procurement. WD 2005-2516 Rev 11 WD 2005-2118 Rev 12		

MISSION INTEGRATION CONTRACT

9. OFFICIAL SUBMITTING NOTICE	
SIGNED: Original signed by	DATE 11-25-09
TYPE OR PRINT NAME Janet G. Arkinson Contracting Officer	TELEPHONE NO. 281-244-0164
10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC. NASA Johnson Space Center Janet G. Arkinson, Mail Code BG 2101 NASA Parkway Houston, TX 77058	

B. ☐ As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.

C. ☐ From information supplied, the Service Contract Act does not apply (*see attached explanation*).

D. ☐ Notice returned for additional information
(*see attached explanation*)

Signed: _____
(U.S. Department of Labor)

(Date)

98-103 COMPUTER-GENERATED 1/96

MISSION INTEGRATION CONTRACT

STANDARD FORM e98a February 1973 U.S. DEPARTMENT OF LABOR Employment Standards Administration	NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE (Attachment A)		11. Notice No. NASA 71325
12. CLASSES OF SERVICE EMPLOYEES TO BE EMPLOYED ON CONTRACT Harris County, TX; 2005-2516 Nonexempt/Nonunion: Occupations included in "SCA Directory of Occupations"	13. NUMBER OF EMPLOYEES IN EACH CLASS	14. HOURLY WAGE RATE THAT WOULD BE PAID IF FEDERALLY EMPLOYED	
Engineering Technician I	11	GS-3 \$13.23	
Engineering Technician II	8	GS-4 \$14.85	
Engineering Technician III	4	GS-5 \$16.61	
General Clerk III	8	GS-4 \$14.85	
Secretary II	1	GS-5 \$16.61	
Secretary III	2	GS-6 \$18.52	
Shuttle Bus Driver	5	WG-6 \$18.43	
Word Processor III	3	GS-5 \$16.61	
Brevard County, FL; WD 2005-2118 Nonexempt/Nonunion: Occupations included in "SCA Directory of Occupations"			
Engineering Technician, I	1	GS-3 \$12.39	
Secretary, I	1	GS-4 \$13.91	

MISSION INTEGRATION CONTRACT

<p style="text-align: center;">REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor</p> <p>Shirley F. Ebbesen Division of Director Wage Determinations</p>	<p style="text-align: center;">U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210</p> <p>Wage Determination No.: 2005-2516 Revision No.: 11 Date Of Revision: 07/22/2009</p>
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State: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Grimes, Harris, Houston, Jackson, Lavaca, Liberty, Madison, Matagorda, Montgomery, San Jacinto, Trinity, Walker, Waller, Washington, Wharton

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.89
01012 - Accounting Clerk II		16.71
01013 - Accounting Clerk III		18.78
01020 - Administrative Assistant		23.55
01040 - Court Reporter		21.79
01051 - Data Entry Operator I		12.09
01052 - Data Entry Operator II		14.32
01060 - Dispatcher, Motor Vehicle		15.96
01070 - Document Preparation Clerk		13.41
01090 - Duplicating Machine Operator		13.41
01111 - General Clerk I		10.80
01112 - General Clerk II		12.97
01113 - General Clerk III		14.88
01120 - Housing Referral Assistant		20.55
01141 - Messenger Courier		11.95
01191 - Order Clerk I		13.52
01192 - Order Clerk II		15.24
01261 - Personnel Assistant (Employment) I		15.13

MISSION INTEGRATION CONTRACT

01262 - Personnel Assistant (Employment) II	16.92
01263 - Personnel Assistant (Employment) III	18.86
01270 - Production Control Clerk	19.10
01280 - Receptionist	12.02
01290 - Rental Clerk	14.75
01300 - Scheduler, Maintenance	15.92
01311 - Secretary I	15.92
01312 - Secretary II	17.90
01313 - Secretary III	20.55
01320 - Service Order Dispatcher	15.16
01410 - Supply Technician	23.55
01420 - Survey Worker	16.59
01531 - Travel Clerk I	13.63
01532 - Travel Clerk II	14.69
01533 - Travel Clerk III	15.71
01611 - Word Processor I	13.50
01612 - Word Processor II	15.59
01613 - Word Processor III	17.44
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	24.80
05010 - Automotive Electrician	22.66
05040 - Automotive Glass Installer	21.68
05070 - Automotive Worker	20.91
05110 - Mobile Equipment Servicer	19.27
05130 - Motor Equipment Metal Mechanic	24.53
05160 - Motor Equipment Metal Worker	20.91
05190 - Motor Vehicle Mechanic	24.53
05220 - Motor Vehicle Mechanic Helper	18.48
05250 - Motor Vehicle Upholstery Worker	19.84
05280 - Motor Vehicle Wrecker	20.91
05310 - Painter, Automotive	22.66
05340 - Radiator Repair Specialist	22.88
05370 - Tire Repairer	14.40
05400 - Transmission Repair Specialist	25.17
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.04
07041 - Cook I	9.52
07042 - Cook II	10.88
07070 - Dishwasher	8.11
07130 - Food Service Worker	9.12
07210 - Meat Cutter	12.53
07260 - Waiter/Waitress	7.97
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.65

MISSION INTEGRATION CONTRACT

09040 - Furniture Handler	11.74
09080 - Furniture Refinisher	16.09
09090 - Furniture Refinisher Helper	13.74
09110 - Furniture Repairer, Minor	15.29
09130 - Upholsterer	16.65
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.90
11060 - Elevator Operator	8.17
11090 - Gardener	14.52
11122 - Housekeeping Aide	8.17
11150 - Janitor	8.17
11210 - Laborer, Grounds Maintenance	10.93
11240 - Maid or Houseman	7.73
11260 - Pruner	8.99
11270 - Tractor Operator	12.82
11330 - Trail Maintenance Worker	10.93
11360 - Window Cleaner	8.92
12000 - Health Occupations	
12010 - Ambulance Driver	14.48
12011 - Breath Alcohol Technician	15.64
12012 - Certified Occupational Therapist Assistant	21.54
12015 - Certified Physical Therapist Assistant	22.53
12020 - Dental Assistant	15.64
12025 - Dental Hygienist	32.49
12030 - EKG Technician	23.56
12035 - Electroneurodiagnostic Technologist	23.56
12040 - Emergency Medical Technician	14.48
12071 - Licensed Practical Nurse I	18.94
12072 - Licensed Practical Nurse II	21.19
12073 - Licensed Practical Nurse III	23.62
12100 - Medical Assistant	12.40
12130 - Medical Laboratory Technician	15.90
12160 - Medical Record Clerk	14.53
12190 - Medical Record Technician	16.57
12195 - Medical Transcriptionist	16.81
12210 - Nuclear Medicine Technologist	35.13
12221 - Nursing Assistant I	7.79
12222 - Nursing Assistant II	10.02
12223 - Nursing Assistant III	10.94
12224 - Nursing Assistant IV	12.40
12235 - Optical Dispenser	15.26
12236 - Optical Technician	13.90
12250 - Pharmacy Technician	17.44
12280 - Phlebotomist	13.30

MISSION INTEGRATION CONTRACT

12305 - Radiologic Technologist	24.27
12311 - Registered Nurse I	29.05
12312 - Registered Nurse II	35.53
12313 - Registered Nurse II, Specialist	35.53
12314 - Registered Nurse III	42.98
12315 - Registered Nurse III, Anesthetist	42.98
12316 - Registered Nurse IV	51.52
12317 - Scheduler (Drug and Alcohol Testing)	21.85
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.30
13012 - Exhibits Specialist II	24.74
13013 - Exhibits Specialist III	28.94
13041 - Illustrator I	18.07
13042 - Illustrator II	22.56
13043 - Illustrator III	27.38
13047 - Librarian	26.69
13050 - Library Aide/Clerk	10.26
13054 - Library Information Technology Systems Administrator	24.09
13058 - Library Technician	14.58
13061 - Media Specialist I	17.39
13062 - Media Specialist II	19.46
13063 - Media Specialist III	21.68
13071 - Photographer I	13.93
13072 - Photographer II	17.60
13073 - Photographer III	22.56
13074 - Photographer IV	26.40
13075 - Photographer V	30.06
13110 - Video Teleconference Technician	16.73
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.41
14042 - Computer Operator II	18.35
14043 - Computer Operator III	20.46
14044 - Computer Operator IV	22.74
14045 - Computer Operator V	25.18
14071 - Computer Programmer I	(see 1) 25.36
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	16.41
14160 - Personal Computer Support Technician	22.74

MISSION INTEGRATION CONTRACT

15000 - Instructional Occupations

15010 - Aircrew Training Devices Instructor (Non-Rated)	32.64
15020 - Aircrew Training Devices Instructor (Rated)	39.49
15030 - Air Crew Training Devices Instructor (Pilot)	47.34
15050 - Computer Based Training Specialist / Instructor	31.10
15060 - Educational Technologist	29.02
15070 - Flight Instructor (Pilot)	47.34
15080 - Graphic Artist	25.42
15090 - Technical Instructor	22.43
15095 - Technical Instructor/Course Developer	27.43
15110 - Test Proctor	18.43
15120 - Tutor	18.43

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations

16010 - Assembler	9.40
16030 - Counter Attendant	9.40
16040 - Dry Cleaner	12.06
16070 - Finisher, Flatwork, Machine	9.40
16090 - Presser, Hand	9.40
16110 - Presser, Machine, Drycleaning	9.40
16130 - Presser, Machine, Shirts	9.40
16160 - Presser, Machine, Wearing Apparel, Laundry	9.40
16190 - Sewing Machine Operator	12.79
16220 - Tailor	13.75
16250 - Washer, Machine	10.32

19000 - Machine Tool Operation And Repair Occupations

19010 - Machine-Tool Operator (Tool Room)	18.32
19040 - Tool And Die Maker	21.12

21000 - Materials Handling And Packing Occupations

21020 - Forklift Operator	12.84
21030 - Material Coordinator	18.58
21040 - Material Expediter	18.58
21050 - Material Handling Laborer	12.26
21071 - Order Filler	11.47
21080 - Production Line Worker (Food Processing)	12.84
21110 - Shipping Packer	14.60
21130 - Shipping/Receiving Clerk	14.60
21140 - Store Worker I	10.67
21150 - Stock Clerk	15.13
21210 - Tools And Parts Attendant	13.58
21410 - Warehouse Specialist	12.84

23000 - Mechanics And Maintenance And Repair Occupations

23010 - Aerospace Structural Welder	28.07
23021 - Aircraft Mechanic I	26.73
23022 - Aircraft Mechanic II	28.07

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23023 - Aircraft Mechanic III	29.47
23040 - Aircraft Mechanic Helper	20.93
23050 - Aircraft, Painter	24.39
23060 - Aircraft Servicer	23.28
23080 - Aircraft Worker	24.53
23110 - Appliance Mechanic	17.26
23120 - Bicycle Repairer	13.91
23125 - Cable Splicer	25.34
23130 - Carpenter, Maintenance	18.58
23140 - Carpet Layer	17.83
23160 - Electrician, Maintenance	26.51
23181 - Electronics Technician Maintenance I	21.28
23182 - Electronics Technician Maintenance II	23.89
23183 - Electronics Technician Maintenance III	25.10
23260 - Fabric Worker	15.97
23290 - Fire Alarm System Mechanic	19.95
23310 - Fire Extinguisher Repairer	15.46
23311 - Fuel Distribution System Mechanic	19.28
23312 - Fuel Distribution System Operator	16.33
23370 - General Maintenance Worker	18.08
23380 - Ground Support Equipment Mechanic	26.73
23381 - Ground Support Equipment Servicer	23.28
23382 - Ground Support Equipment Worker	24.53
23391 - Gunsmith I	15.46
23392 - Gunsmith II	18.08
23393 - Gunsmith III	20.27
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.04
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.95
23430 - Heavy Equipment Mechanic	19.45
23440 - Heavy Equipment Operator	19.26
23460 - Instrument Mechanic	23.52
23465 - Laboratory/Shelter Mechanic	19.29
23470 - Laborer	10.97
23510 - Locksmith	18.99
23530 - Machinery Maintenance Mechanic	22.76
23550 - Machinist, Maintenance	20.16
23580 - Maintenance Trades Helper	13.58
23591 - Metrology Technician I	23.52
23592 - Metrology Technician II	24.54
23593 - Metrology Technician III	25.58
23640 - Millwright	21.53
23710 - Office Appliance Repairer	18.99

MISSION INTEGRATION CONTRACT

23760 - Painter, Maintenance	18.99
23790 - Pipefitter, Maintenance	19.44
23810 - Plumber, Maintenance	18.98
23820 - Pneudraulic Systems Mechanic	20.27
23850 - Rigger	19.47
23870 - Scale Mechanic	18.08
23890 - Sheet-Metal Worker, Maintenance	19.95
23910 - Small Engine Mechanic	18.08
23931 - Telecommunications Mechanic I	23.89
23932 - Telecommunications Mechanic II	24.95
23950 - Telephone Lineman	23.20
23960 - Welder, Combination, Maintenance	20.27
23965 - Well Driller	20.27
23970 - Woodcraft Worker	20.27
23980 - Woodworker	15.04
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.65
24580 - Child Care Center Clerk	13.27
24610 - Chore Aide	7.25
24620 - Family Readiness And Support Services Coordinator	12.57
24630 - Homemaker	16.84
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.14
25040 - Sewage Plant Operator	18.70
25070 - Stationary Engineer	21.14
25190 - Ventilation Equipment Tender	14.33
25210 - Water Treatment Plant Operator	18.32
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.14
27007 - Baggage Inspector	11.15
27008 - Corrections Officer	18.04
27010 - Court Security Officer	19.25
27030 - Detection Dog Handler	17.90
27040 - Detention Officer	18.04
27070 - Firefighter	19.10
27101 - Guard I	11.15
27102 - Guard II	17.90
27131 - Police Officer I	23.52
27132 - Police Officer II	26.14
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.63
28042 - Carnival Equipment Repairer	12.36
28043 - Carnival Equipment Worker	8.51

MISSION INTEGRATION CONTRACT

28210 - Gate Attendant/Gate Tender	13.90
28310 - Lifeguard	12.38
28350 - Park Attendant (Aide)	15.55
28510 - Recreation Aide/Health Facility Attendant	11.35
28515 - Recreation Specialist	17.83
28630 - Sports Official	12.38
28690 - Swimming Pool Operator	17.44
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.36
29020 - Hatch Tender	19.36
29030 - Line Handler	19.36
29041 - Stevedore I	17.98
29042 - Stevedore II	20.65
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.61
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	27.31
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.07
30021 - Archeological Technician I	21.10
30022 - Archeological Technician II	25.47
30023 - Archeological Technician III	30.62
30030 - Cartographic Technician	30.62
30040 - Civil Engineering Technician	30.03
30061 - Drafter/CAD Operator I	21.10
30062 - Drafter/CAD Operator II	24.71
30063 - Drafter/CAD Operator III	27.56
30064 - Drafter/CAD Operator IV	32.42
30081 - Engineering Technician I	18.25
30082 - Engineering Technician II	22.45
30083 - Engineering Technician III	25.11
30084 - Engineering Technician IV	31.09
30085 - Engineering Technician V	38.65
30086 - Engineering Technician VI	46.04
30090 - Environmental Technician	29.96
30210 - Laboratory Technician	23.56
30240 - Mathematical Technician	30.62
30361 - Paralegal/Legal Assistant I	20.47
30362 - Paralegal/Legal Assistant II	25.36
30363 - Paralegal/Legal Assistant III	31.02
30364 - Paralegal/Legal Assistant IV	37.52
30390 - Photo-Optics Technician	30.62
30461 - Technical Writer I	21.46
30462 - Technical Writer II	26.25
30463 - Technical Writer III	31.75
30491 - Unexploded Ordnance (UXO) Technician I	25.17

MISSION INTEGRATION CONTRACT

30492 - Unexploded Ordnance (UXO) Technician II	30.45
30493 - Unexploded Ordnance (UXO) Technician III	36.50
30494 - Unexploded (UXO) Safety Escort	25.17
30495 - Unexploded (UXO) Sweep Personnel	25.17
30620 - Weather Observer, Combined Upper Air Or (see 2)	26.35
Surface Programs	
30621 - Weather Observer, Senior (see 2)	30.48
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.25
31030 - Bus Driver	16.38
31043 - Driver Courier	12.75
31260 - Parking and Lot Attendant	8.34
31290 - Shuttle Bus Driver	13.89
31310 - Taxi Driver	11.54
31361 - Truckdriver, Light	13.89
31362 - Truckdriver, Medium	17.25
31363 - Truckdriver, Heavy	19.46
31364 - Truckdriver, Tractor-Trailer	19.46
99000 - Miscellaneous Occupations	
99030 - Cashier	9.10
99050 - Desk Clerk	10.65
99095 - Embalmer	21.55
99251 - Laboratory Animal Caretaker I	9.74
99252 - Laboratory Animal Caretaker II	10.71
99310 - Mortician	24.04
99410 - Pest Controller	14.36
99510 - Photofinishing Worker	11.47
99710 - Recycling Laborer	14.96
99711 - Recycling Specialist	18.24
99730 - Refuse Collector	13.34
99810 - Sales Clerk	11.51
99820 - School Crossing Guard	9.96
99830 - Survey Party Chief	20.96
99831 - Surveying Aide	14.35
99832 - Surveying Technician	18.13
99840 - Vending Machine Attendant	12.00
99841 - Vending Machine Repairer	14.41
99842 - Vending Machine Repairer Helper	12.31

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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HEALTH AND WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.35 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

MISSION INTEGRATION CONTRACT

- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY AND SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces

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the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the Wage and Hour Division (WHD) home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND
WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

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The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal Grade Equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage.

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<p style="text-align: center;">REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor</p> <p>Shirley F. Ebbesen Division of Director Wage Determinations</p>	<p style="text-align: center;">U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210</p> <p>Wage Determination No.: 2005-2118 Revision No.: 12 Date Of Revision: 10/07/2009</p>
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State: Florida

Area: Florida Counties of Brevard, Indian River

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.70
01012 - Accounting Clerk II		14.60
01013 - Accounting Clerk III		18.43
01020 - Administrative Assistant		19.20
01040 - Court Reporter		16.31
01051 - Data Entry Operator I		11.69
01052 - Data Entry Operator II		13.31
01060 - Dispatcher, Motor Vehicle		16.31
01070 - Document Preparation Clerk		12.71
01090 - Duplicating Machine Operator		12.71
01111 - General Clerk I		12.38
01112 - General Clerk II		13.39
01113 - General Clerk III		14.93
01120 - Housing Referral Assistant		17.45
01141 - Messenger Courier		11.29
01191 - Order Clerk I		11.55
01192 - Order Clerk II		13.60
01261 - Personnel Assistant (Employment) I		13.60
01262 - Personnel Assistant (Employment) II		15.04
01263 - Personnel Assistant (Employment) III		17.12

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01270 - Production Control Clerk	18.69
01280 - Receptionist	10.84
01290 - Rental Clerk	12.83
01300 - Scheduler, Maintenance	14.20
01311 - Secretary I	14.20
01312 - Secretary II	15.65
01313 - Secretary III	17.45
01320 - Service Order Dispatcher	14.82
01410 - Supply Technician	19.20
01420 - Survey Worker	16.31
01531 - Travel Clerk I	11.33
01532 - Travel Clerk II	12.24
01533 - Travel Clerk III	13.11
01611 - Word Processor I	12.21
01612 - Word Processor II	13.16
01613 - Word Processor III	15.77
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.40
05010 - Automotive Electrician	17.29
05040 - Automotive Glass Installer	16.35
05070 - Automotive Worker	16.35
05110 - Mobile Equipment Servicer	14.76
05130 - Motor Equipment Metal Mechanic	17.98
05160 - Motor Equipment Metal Worker	16.35
05190 - Motor Vehicle Mechanic	17.98
05220 - Motor Vehicle Mechanic Helper	13.89
05250 - Motor Vehicle Upholstery Worker	15.79
05280 - Motor Vehicle Wrecker	16.35
05310 - Painter, Automotive	17.18
05340 - Radiator Repair Specialist	16.35
05370 - Tire Repairer	13.08
05400 - Transmission Repair Specialist	17.98
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.08
07041 - Cook I	11.12
07042 - Cook II	12.08
07070 - Dishwasher	7.86
07130 - Food Service Worker	10.11
07210 - Meat Cutter	14.25
07260 - Waiter/Waitress	9.09
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.08
09040 - Furniture Handler	12.39
09080 - Furniture Refinisher	15.76

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09090 - Furniture Refinisher Helper	12.74
09110 - Furniture Repairer, Minor	14.28
09130 - Upholsterer	15.76
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.32
11060 - Elevator Operator	9.32
11090 - Gardener	12.29
11122 - Housekeeping Aide	11.00
11150 - Janitor	11.00
11210 - Laborer, Grounds Maintenance	10.30
11240 - Maid or Houseman	8.63
11260 - Pruner	9.37
11270 - Tractor Operator	12.00
11330 - Trail Maintenance Worker	10.30
11360 - Window Cleaner	12.07
12000 - Health Occupations	
12010 - Ambulance Driver	15.46
12011 - Breath Alcohol Technician	17.75
12012 - Certified Occupational Therapist Assistant	25.81
12015 - Certified Physical Therapist Assistant	24.67
12020 - Dental Assistant	15.19
12025 - Dental Hygienist	26.19
12030 - EKG Technician	17.72
12035 - Electroneurodiagnostic Technologist	17.72
12040 - Emergency Medical Technician	15.46
12071 - Licensed Practical Nurse I	15.85
12072 - Licensed Practical Nurse II	17.75
12073 - Licensed Practical Nurse III	19.67
12100 - Medical Assistant	12.15
12130 - Medical Laboratory Technician	17.28
12160 - Medical Record Clerk	14.62
12190 - Medical Record Technician	15.17
12195 - Medical Transcriptionist	14.09
12210 - Nuclear Medicine Technologist	30.91
12221 - Nursing Assistant I	10.98
12222 - Nursing Assistant II	12.35
12223 - Nursing Assistant III	13.47
12224 - Nursing Assistant IV	15.12
12235 - Optical Dispenser	17.11
12236 - Optical Technician	13.58
12250 - Pharmacy Technician	11.70
12280 - Phlebotomist	15.12
12305 - Radiologic Technologist	23.31
12311 - Registered Nurse I	22.67

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12312 - Registered Nurse II	27.73
12313 - Registered Nurse II, Specialist	27.73
12314 - Registered Nurse III	33.55
12315 - Registered Nurse III, Anesthetist	33.55
12316 - Registered Nurse IV	40.22
12317 - Scheduler (Drug and Alcohol Testing)	21.89
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.52
13012 - Exhibits Specialist II	20.85
13013 - Exhibits Specialist III	23.37
13041 - Illustrator I	16.29
13042 - Illustrator II	19.38
13043 - Illustrator III	21.19
13047 - Librarian	22.41
13050 - Library Aide/Clerk	10.90
13054 - Library Information Technology Systems Administrator	20.85
13058 - Library Technician	15.05
13061 - Media Specialist I	15.05
13062 - Media Specialist II	16.55
13063 - Media Specialist III	17.31
13071 - Photographer I	14.25
13072 - Photographer II	16.29
13073 - Photographer III	20.18
13074 - Photographer IV	22.44
13075 - Photographer V	24.81
13110 - Video Teleconference Technician	14.31
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.15
14042 - Computer Operator II	18.06
14043 - Computer Operator III	20.14
14044 - Computer Operator IV	22.37
14045 - Computer Operator V	24.79
14071 - Computer Programmer I	(see 1) 21.07
14072 - Computer Programmer II	(see 1) 25.76
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	16.15
14160 - Personal Computer Support Technician	22.37
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.74

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15020 - Aircrew Training Devices Instructor (Rated)	32.25
15030 - Air Crew Training Devices Instructor (Pilot)	35.00
15050 - Computer Based Training Specialist / Instructor	28.74
15060 - Educational Technologist	23.50
15070 - Flight Instructor (Pilot)	35.00
15080 - Graphic Artist	20.58
15090 - Technical Instructor	21.82
15095 - Technical Instructor/Course Developer	24.80
15110 - Test Proctor	17.90
15120 - Tutor	17.90
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.37
16030 - Counter Attendant	8.37
16040 - Dry Cleaner	10.44
16070 - Finisher, Flatwork, Machine	8.37
16090 - Presser, Hand	8.37
16110 - Presser, Machine, Drycleaning	8.37
16130 - Presser, Machine, Shirts	8.37
16160 - Presser, Machine, Wearing Apparel, Laundry	8.37
16190 - Sewing Machine Operator	11.12
16220 - Tailor	11.82
16250 - Washer, Machine	9.06
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.55
19040 - Tool And Die Maker	20.86
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.88
21030 - Material Coordinator	19.05
21040 - Material Expediter	19.05
21050 - Material Handling Laborer	10.51
21071 - Order Filler	11.67
21080 - Production Line Worker (Food Processing)	13.84
21110 - Shipping Packer	13.47
21130 - Shipping/Receiving Clerk	13.52
21140 - Store Worker I	11.67
21150 - Stock Clerk	15.52
21210 - Tools And Parts Attendant	14.66
21410 - Warehouse Specialist	14.58
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.29
23021 - Aircraft Mechanic I	22.18
23022 - Aircraft Mechanic II	23.29
23023 - Aircraft Mechanic III	24.46
23040 - Aircraft Mechanic Helper	15.59

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23050 - Aircraft, Painter	19.14
23060 - Aircraft Servicer	17.47
23080 - Aircraft Worker	18.35
23110 - Appliance Mechanic	18.09
23120 - Bicycle Repairer	13.08
23125 - Cable Splicer	24.84
23130 - Carpenter, Maintenance	17.98
23140 - Carpet Layer	16.71
23160 - Electrician, Maintenance	20.25
23181 - Electronics Technician Maintenance I	20.59
23182 - Electronics Technician Maintenance II	24.24
23183 - Electronics Technician Maintenance III	25.72
23260 - Fabric Worker	15.92
23290 - Fire Alarm System Mechanic	17.44
23310 - Fire Extinguisher Repairer	14.79
23311 - Fuel Distribution System Mechanic	19.18
23312 - Fuel Distribution System Operator	16.75
23370 - General Maintenance Worker	17.61
23380 - Ground Support Equipment Mechanic	22.18
23381 - Ground Support Equipment Servicer	17.47
23382 - Ground Support Equipment Worker	18.35
23391 - Gunsmith I	17.56
23392 - Gunsmith II	20.20
23393 - Gunsmith III	22.75
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.49
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.55
23430 - Heavy Equipment Mechanic	18.85
23440 - Heavy Equipment Operator	16.89
23460 - Instrument Mechanic	19.20
23465 - Laboratory/Shelter Mechanic	20.21
23470 - Laborer	11.04
23510 - Locksmith	16.96
23530 - Machinery Maintenance Mechanic	21.72
23550 - Machinist, Maintenance	19.20
23580 - Maintenance Trades Helper	13.71
23591 - Metrology Technician I	19.20
23592 - Metrology Technician II	20.31
23593 - Metrology Technician III	21.39
23640 - Millwright	20.21
23710 - Office Appliance Repairer	18.13
23760 - Painter, Maintenance	17.34
23790 - Pipefitter, Maintenance	18.47

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23810 - Plumber, Maintenance	17.66
23820 - Pneudraulic Systems Mechanic	19.20
23850 - Rigger	19.20
23870 - Scale Mechanic	17.01
23890 - Sheet-Metal Worker, Maintenance	19.20
23910 - Small Engine Mechanic	16.50
23931 - Telecommunications Mechanic I	24.15
23932 - Telecommunications Mechanic II	25.23
23950 - Telephone Lineman	19.95
23960 - Welder, Combination, Maintenance	18.14
23965 - Well Driller	19.20
23970 - Woodcraft Worker	19.20
23980 - Woodworker	13.88
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.32
24580 - Child Care Center Clerk	13.34
24610 - Chore Aide	10.53
24620 - Family Readiness And Support Services Coordinator	12.05
24630 - Homemaker	16.32
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.20
25040 - Sewage Plant Operator	18.17
25070 - Stationary Engineer	19.20
25190 - Ventilation Equipment Tender	13.71
25210 - Water Treatment Plant Operator	18.17
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.34
27007 - Baggage Inspector	11.76
27008 - Corrections Officer	18.77
27010 - Court Security Officer	18.77
27030 - Detection Dog Handler	17.09
27040 - Detention Officer	18.77
27070 - Firefighter	19.22
27101 - Guard I	11.76
27102 - Guard II	17.09
27131 - Police Officer I	20.03
27132 - Police Officer II	22.25
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.93
28042 - Carnival Equipment Repairer	12.21
28043 - Carnival Equipment Worker	8.22
28210 - Gate Attendant/Gate Tender	13.09
28310 - Lifeguard	11.66

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28350 - Park Attendant (Aide)	14.64
28510 - Recreation Aide/Health Facility Attendant	10.69
28515 - Recreation Specialist	18.14
28630 - Sports Official	11.66
28690 - Swimming Pool Operator	14.79
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.91
29020 - Hatch Tender	17.91
29030 - Line Handler	17.91
29041 - Stevedore I	17.02
29042 - Stevedore II	19.05
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.15
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.24
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	26.69
30021 - Archeological Technician I	14.56
30022 - Archeological Technician II	16.54
30023 - Archeological Technician III	20.23
30030 - Cartographic Technician	19.71
30040 - Civil Engineering Technician	20.89
30061 - Drafter/CAD Operator I	12.87
30062 - Drafter/CAD Operator II	15.05
30063 - Drafter/CAD Operator III	18.21
30064 - Drafter/CAD Operator IV	20.11
30081 - Engineering Technician I	14.20
30082 - Engineering Technician II	17.04
30083 - Engineering Technician III	19.06
30084 - Engineering Technician IV	23.61
30085 - Engineering Technician V	28.89
30086 - Engineering Technician VI	32.88
30090 - Environmental Technician	18.78
30210 - Laboratory Technician	22.77
30240 - Mathematical Technician	19.22
30361 - Paralegal/Legal Assistant I	13.81
30362 - Paralegal/Legal Assistant II	18.68
30363 - Paralegal/Legal Assistant III	22.84
30364 - Paralegal/Legal Assistant IV	27.66
30390 - Photo-Optics Technician	19.71
30461 - Technical Writer I	18.88
30462 - Technical Writer II	23.10
30463 - Technical Writer III	27.95
30491 - Unexploded Ordnance (UXO) Technician I	22.34
30492 - Unexploded Ordnance (UXO) Technician II	27.03
30493 - Unexploded Ordnance (UXO) Technician III	32.40

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30494 - Unexploded (UXO) Safety Escort	22.34
30495 - Unexploded (UXO) Sweep Personnel	22.34
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 18.21
30621 - Weather Observer, Senior	(see 2) 19.59
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.22
31030 - Bus Driver	11.65
31043 - Driver Courier	15.56
31260 - Parking and Lot Attendant	11.35
31290 - Shuttle Bus Driver	12.02
31310 - Taxi Driver	13.42
31361 - Truckdriver, Light	14.32
31362 - Truckdriver, Medium	15.11
31363 - Truckdriver, Heavy	15.18
31364 - Truckdriver, Tractor-Trailer	15.18
99000 - Miscellaneous Occupations	
99030 - Cashier	8.84
99050 - Desk Clerk	10.04
99095 - Embalmer	22.59
99251 - Laboratory Animal Caretaker I	10.25
99252 - Laboratory Animal Caretaker II	11.13
99310 - Mortician	22.59
99410 - Pest Controller	13.67
99510 - Photofinishing Worker	10.68
99710 - Recycling Laborer	12.76
99711 - Recycling Specialist	15.09
99730 - Refuse Collector	11.61
99810 - Sales Clerk	11.66
99820 - School Crossing Guard	10.48
99830 - Survey Party Chief	15.53
99831 - Surveying Aide	10.29
99832 - Surveying Technician	14.12
99840 - Vending Machine Attendant	13.23
99841 - Vending Machine Repairer	15.46
99842 - Vending Machine Repairer Helper	13.23

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH AND WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans.

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Minimum employer contributions costing an average of \$3.35 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

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- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY AND SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces

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the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the Wage and Hour Division (WHD) home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

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The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal Grade Equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage.

ATTACHMENT J-3

SAFETY

AND

HEALTH

PLAN

[TO BE PROPOSED BY OFFERORS]

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ATTACHMENT J-4

IT

SECURITY

PLAN

**[TO BE INCLUDED AFTER CONTRACT
AWARD, IF REQUIRED]**

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ATTACHMENT J-5

SURVEILLANCE

PLAN

**[TO BE INCLUDED AFTER CONTRACT
AWARD]**

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ATTACHMENT J-6

ACRONYM

LIST

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ATTACHMENT J-6 – ACRONYM LIST

AC	Assembly Complete
ACA	Associate Contractor Agreement
ACO	Administrative Contracting Officer
ACTFL	American Council for the Teaching of a Foreign Language
ADL	Applicable Documents List
ADP	Automatic Data Processing
ANE	Advanced Notification of Export
ANF	Arrival Notification Form
ANX	Annex
ARISS	Amateur Radio on ISS
ASI	Agenzia Spaziale Italiana (Italian Space Agency)
ATA	Action Tracking Application
ATP	Approval to Proceed
ATV	Automated Transfer Vehicle
ATV-CC	Automated Transfer Vehicle – Control Center
BB	Blank Book
BHSEALS	Bilateral Hardware and Software Exchange Agreements, Lists and Schedules
BICE	Bureau of Immigration and Customs Enforcement
BIMSWG	Bilateral Inventory Management System Working Group
BIS	Bureau of Industry and Security
BITS	Building Inspection Tracking System
BITS	Barcode Inventory Tracking System
Bldg	Building
BoC	Balance of Contribution
BOE	Basis of Estimate
BTU	British Thermal Unit
C&A	Certification and Accreditation
C3PO	Commercial, Crew and Cargo Program
CAD	Computer Aided Design
CAOT	Cognizant Audit Office Template
CAPCOM	Capsule Communicator
CAS	Cost Accounting Standards
CBA	Collective Bargaining Agreement
CCR	Central Contractor Registration
CCS	Center Chief of Security
CD	Compact Disk
CE	Cargo Element
CEA	Center Export Administrator

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CEV	Crew Exploration Vehicle
CFE	Contractor Furnished Equipment
CFR	Code of Federal Regulations
CFT	Conversion Factor Template
CIDMT	Cargo Integration Data Management Tool
CI	Configuration Item
CIO	Chief Information Officer
CIP	Capital Investment Plan
CIRD	Common Interface Requirements Document
CIRT	Cargo Integration Russian Telecon
CLIN	Contract Line Item Number
CM	Configuration Management
CMC	Cargo Mission Contract
CME	Cargo Mission Engineers
CMM	Cargo Mission Manager
CMM	Capability Maturity Model
CMMI	Capability Maturity Model Institute
CMRD	Configuration Management Receipt Desk
CO	Contracting Officer
CoFR	Certification of Flight Readiness
Conf	Conference
COSMOS	Configuration Status Management Operations System
COTR	Contracting Officer Technical Representative
COTS	Commercial Off The Shelf
COTS	Commercial Orbital Transportation Service
CPMP	Crew Provisioning Management Plan
CPR	Cardiopulmonary Resuscitation
CPWG	Crew Provisioning Working Group
CR	Change Request
CRS	Commercial Re-Supply Services
CSA	Canadian Space Agency
CSCI	Computer Software Configuration Item
CSD	Common Schedules Database
CSO	Corporate Security Officer
CSOC	Common Systems Operations Cost
CSRD	Current Stage Requirements Document
CWI	Common Work Instruction
CY	Contract Year
DACR	Days Away Case Rate
DART	Days Away + Restricted Duty + Job Transfer

MISSION INTEGRATION CONTRACT

DCAA	Defense Contract Audit Agency
DCN	Document Change Notice
DEV	Dual Entry Visa
DHS	Department of Homeland Security
DM	Data Management
DoD	Department of Defense
DOL	Department of Labor
DOT	Department of Transportation
DPD	Data Procurement Document
DQA	Document Quality Assurance
DR	Data Requirement
DRD	Data Requirements Description
DRL	Data Requirements List
DSSR	Daily Space Station Review
DUNS	Data Universal Numbering System
EAR	Export Administration Regulation
ECCN	Export Classification Control Number
ECP	Engineering Change Proposal / Export Control Plan
ECR	Export Control Representative
EDMS	Electronic Document Management System
EGLS	Exploration Ground Launch Services
EMU	Extravehicular Mobility Unit
EOD	Entrance On Duty
EPA	Environmental Protection Agency
EPM	Electronic Pricing Model
EPM	Excel Pricing Model
ERU	Engineering Release Unit
ESA	European Space Agency
ESC	Electronic Still Camera
ESL	English as a Second Language
EST	Export Services Team
EVA	Extravehicular Activity
FAR	Federal Acquisition Regulation
FAS	Financial Accounting Standard
FBR	Fully Burdened Rates
FCA	Functional Configuration Audit
FCOH	Flight Control Operations Handbook
FCT	Flight Control Team
FDF	Flight Data File

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FEMP	Federal Energy Management Program
FFP	Firm Fixed Price
FGE	Federal Grade Equivalency
FIPS	Federal Information Processing Standards
FISMA	Federal Information Security Management Act
FMD	Financial Management Division
F.O.B.	Freight On Board
FP	Flight Program
FPRA	Forward Pricing Rate Agreements
FRCB	Flight Rules Control Board
FRR	Flight Readiness Review
FSN	Foreign Service National
FSO	Facility Security Officer
FTE	Full-Time Equivalent
FY	Fiscal Year
G&A	General and Administrative
GAO	Government Accountability Office
GAT	General and Administrative Template
GCTC	Gargarin Cosmonaut Training Center
GDR	General Designers Review
GFD	Government Furnished Data
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GGR&C	Generic Groundrules, Requirements and Constraints
GOJ	Government of Japan
GOR	Ground Operations Review
GOSPPL	Ground Operations Support Plan and Personnel List
GOV	Government
GSA	General Services Administration
GSFC	Goddard Space Flight Center
HATS	Hazard Abatement Tracking System
HDBK	Handbook
HIWG	Housekeeping Integration Working Group
HK	Housekeeping
HOA	Heads of Agency
HQ	Headquarters
HSFP-R	Human Space Flight Program - Russia
HSG	Houston Support Group
HTV	H-II Transfer Vehicle

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IBMP	Institute of Bio-Medical Problems
ICA	Interface Control Agreement
ICD	Interface Control Document
ICST	IDIQ Rate Development Template – Contractor Specific
IDIQ	Indefinite Delivery/Indefinite Quantity
IDMS	Identity Management System
IDRD	Increment Definition and Requirements Document
IE	Increment Engineer
IFS	Integrated Flight Schedule
IGE	Independent Government Estimate
IM	Increment Manager
IMC	ISS Program Management Center
IMCOH	ISS Management Center Operations Handbook
IMMT	ISS Mission Management Team
IMOC	Integration Mission Operations Contract
IMPR	ISS Monthly Program Review
IMR	Integrated Management Review
IMS	Inventory Management System
IMT	Increment Management Team
IP	International Partner / Internet Protocol
IPIP	ISS Plug-In Plan
IPO	Industrial Property Officer
IRMA	Integrated Risk Management Application
ISPT	IDIQ Summary Price Template
ISS	International Space Station
IT	Information Technology
ITAR	International Traffic in Arms Regulation
ITD	International Travel Database
ITT	IDIQ Rate Development Template Team
IVA	Intravehicular Activity
IVC	Internal Volume Configuration
IVCWG	Internal Volume Configuration Working Group
IWG	Imagery Working Group
JAXA	Japan Aerospace Exploration Agency
JCCT	Joint Cargo Certification Team
JEM	Japanese Experiment Module
JHA	Job Hazard Analysis
JLEC	JSC Language Education Center
JOP	Joint Operations Panel
JPD	JSC Procedural Directive

MISSION INTEGRATION CONTRACT

JPG	JSC Procedures and Guidelines
JPR	JSC Procedural Requirements
JPR	Joint Program Review
JSC	Johnson Space Center
Kg	Kilogram
KSC	Kennedy Space Center
LOI	Letter of Invitation
LP	Launch Package
LPE	Launch Package Engineer
LPM	Launch Package Manager
LPMT	Launch Package Management Team
LPT	Launch Package Team / Labor Pricing Template
LRP	Long Range Plan
LRR	Launch Readiness Review
LSIO	Launch Site Integration Office
MA	Management Approach
MA&RM	Mission Assurance and Risk Management
MCB	Multilateral Coordination Board
MCC	Mission Control Center
MCC-H	Mission Control Center – Houston
MCC-M	Mission Control Center - Moscow
MER	Mission Evaluation Room
MERB	Material Engineering Review Board
MEV	Multiple Entry Visa
MFR	Mission Focus Review
MIC	Mission Integration Contract
MIDAS	Mission Integration Database Application System
MIDS	Mission Integration Data Set
MIM	Multi-Increment Manifest
MI&O	Mission Integration and Operations
MIO	Mission Integration Office
MIOCB	Mission Integration and Operations Control Board
MIP	Mission Integration Plan
MIS	Management Information System
MIT	Mission Integration Template
MITT	Mission Integration Template Team
MMIOCB	Multilateral Mission Integration and Operations Control Board
MOA	Memorandum of Agreement
MOD	Mission Operations Directorate

MISSION INTEGRATION CONTRACT

MOU	Memorandum of Understanding
MPLM	Multi-Purpose Logistics Module
MPPT	Multilateral Program Planning Team
MR	Manifest Request
MRTS	Manifest Request Tracking System
MS	Mississippi
MSDS	Material Safety Data Sheet
MSFC	Marshall Space Flight Center
MSG	Moscow Support Group
MSRF	Meeting Support Request Form
MST	Minor Subcontractor Pricing Template
MWG	Manifest Working Group
NAC	National Agency Check
NACI	National Agency Check with Inquiries
NAICS	North American Industry Classification System
NARA	National Archives and Records Administration
NASA	National Aeronautics and Space Administration
NASIRC	NASA Incident Response Center
NCIC	National Crime Information Center
NCR	Nonconformance Report
NDC	Notification of Document Change
NF	NASA Form
NFNMS	NASA Foreign National Management System
NFS	NASA FAR Supplement
NISN	NASA Integrated Services Network
NIST	National Institute of Standards and Technology
NLRB	National Labor Relations Board
NLT	No later than
NMLO	NASA Moscow Liaison Office
NPD	NASA Procedural Directive
NPR	NASA Procedural Requirements
NSCCB	National Security Configuration Control Board
NSN	National Stock Number
NSSC	NASA Shared Services Center
NTE	Not To Exceed
OCT	Ostensible Contracting Template
ODF	Operations Data File
ODS	Ozone Depleting Substances
OHT	Over Head Template

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OMRSD	Operations and Maintenance Requirements and Specification Document
ONS	Off-Nominal Scenario
OOS	On-Orbit Operations Summary
OPI	Oral Proficiency Interview
OPR	Office of Primary Responsibility
Ops	Operations
OPT	Overtime Pricing Template
ORCA	Online Representation and Certification Application
OSCAR	On-Orbit Stowage Capabilities and Requirements
OSHA	Occupational Safety and Health Administration
PACS	Physical Access Control System
PAL	Planning Authorization Letter
PBT	Prime Burdens Template
PCA	Physical Configuration Audit
PCI	PIV Card Issuance
PCST	Prime Cost Summary Template
PFIP	Pre-Flight Imagery Plan
PI&C	Program Integration and Control
PIER	Post Increment Evaluation Report
PIN	Personal Identification Number
PIP	Plug-In Plan
PIT	Phase In Template
PIV	Personal Identity Verification
PKI	Public Key Infrastructure
PM	Program Manager
PMOIP	Program Management Operations and Integration Procedures
PMR	Performance Management Review
POA&M	Plan of Actions and Milestones
POC	Point of Contact
POIC	Payload Operations Integration Center
PP&C	Program Planning and Control
PPBE	Program Planning Budgeting and Execution
PPE	Personal Protective Equipment
PPST	Prime Price Summary Template
PPWG	Payload Planning Working Group
PRR	Payload Readiness Review
QMS	Quality Management System
R&D	Research and Development
RFID	Radio Frequency Identification

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RFP	Request for Proposal
RIIO	Requirements and Increment Integration Office
RIIT	Requirements and Increment Integration Team
RIO	Russian Interface Officer
RIP	Requirements Integration Panel
RLLS	Russian Language and Logistics Services
RLO	Records Liaison Officer
RLS	Resource Loaded Schedule
RMDP	Return Manifest Disposition Plan
RODF	Russian Operations Data File
Roscosmos	Federal Space Agency
RRCG	Russian Regional Control Center
RSC-E	Rocket Space Corporation – Energia
RSET	Russian Simulation Execution Team
RSST	Russian Segment Support Team
RV	Russian Vehicle
S/G	Space-to-Ground
S&H	Safety and Health
S&MA	Safety and Mission Assurance
SBA	Small Business Administration
SBU	Sensitive But Unclassified
SC	Service Center
SCA	Service Contract Act
SCST	Major Subcontractor Cost Summary Template
SDTO	Station Development Test Objective
SDTOC	Station Development Test Objective Catalog
SEB	Source Evaluation Board
SEF	Service Evaluation Form
SEI	Software Engineering Institute
SEMO	Supply and Equipment Management Office
SF	Standard Form
SFAS	Statement of Financial Accounting Standards
SFBR	Subcontractor Fully Burdened Rates
SH	Safety/Health
SLC	Standard Labor Category
SMD	Security Management Directive
SODF	Station Operations Data File
SORR	Stage Operations Readiness Review
SOW	Statement of Work
SPIP	Station Program Implementation Plan
SPOC	Space Program Operations Contract

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SPST	Major Subcontractor Price Summary Template
SPT	Summary Pricing Template
SR&QA	Safety, Reliability and Quality Assurance
SRR	System Requirements Review
SSA	Source Selection Authority
SSC	Stennis Space Center
SSCB	Space Station Control Board
SSN	Social Security Number
SSP	ISS Document Prefix
SSPCB	Space Station Program Control Board
STD	Standard
STP	Short Term Plan
STTCP	Security/Technology Control Plan
TA	Technical Approach
TBD	To Be Determined
TC	Compensation Template
TCM	Technical Coordination Meeting
TDY	Temporary Duty
TIM	Technical Interchange Meeting
TMP	Temporary Exports
TMR	Technical Management Representative
TOPT	Task Order Pricing Template
TRF	Translation Request Form
TRIR	Total Recordable Injury Rate
TRST	Technical Resources Summary Template
TRT	Technical Response Template
TsUP	Moscow Mission Control Center
TV	Television
TWIG	Trash/Waste Integration Group
TX	Texas
TRL	Technical Reference Library
U.S.	United States
US-CERT	United States – Computer Emergency Response Team
USC	United States Code
USDA	United States Department of Agriculture
USOS	United States On-Orbit Segment
USPPI	U.S. Principal Party in Interest
VCR	Video Cassette Recorder

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VMDB	Vehicle Master Database
VPP	Voluntary Protection Program
WBS	Work Breakdown Structure
WD	Wage Determination
WDOL	Wage Determination On Line
WG	Working Group
WHD	Wage and Hour Division
WSTF	White Sands Test Facility
WYE	Work Year Equivalent

MISSION INTEGRATION CONTRACT

ATTACHMENT J-7

APPLICABLE

AND

REFERENCE

DOCUMENTS

LISTING

MISSION INTEGRATION CONTRACT

Attachment J-7 - Applicable and Reference Document Lists

This attachment contains applicable documents for the contract effort. The contractor shall comply with these requirements in performing SOW requirements. This attachment is structured as follows:

Table J7-1: Applicable Documents List**Table J7-2: Reference Documents List**

The documents identified within Table J7-1 are cited within the body of this contract or within a document that is cited in this contract (second tier). Requirements written in these documents have full force and effect as if their text were written in this contract to the extent that the requirements relate to context of the work to be performed within the scope of this contract. When a document is classified as "reference", the document is provided for information about the ISS Program execution and the Mission Integration Contract's role in the ISS Program.

The general approach for interpreting whether a document impacts the contractor's performance is that if a document is "applicable", then the contractor has solid requirements that derive from that document. Applicable documents contain additional requirements and are considered binding to the extent specified. Applicable documents shall be cited in the text of the document in a manner that indicates applicability such as follows:

- in accordance with
- as stated in
- as specified in
- as defined in
- per
- in conformance with

When a document is classified as "reference", the document is provided for general context of the ISS Program execution and for influence on the performance of the Mission Integration Contract in its role of support to the ISS Program. Sample documentation that may be used or produced by the contractor is included as reference documents to allow the contractor to gain insight into the Mission Integration Contract's functions and products. Reference documents shall not contain additional requirements and will not be considered binding. Citations of Reference documents shall clearly indicate that the material is for information or reference only such as follows:

- reference
- using (as a guide)
- for additional information

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Table J7-1: Applicable Documents List

Document Number	Title	Book Coordination Required
CAS 414	Cost Accounting Standard – Cost of Money as an Element of the Cost Facilities Capital	
Executive Order 13201	Notification of Employee Rights Concerning Payments of Union Dues or Fees	
FIPS PUB 199	Standards for Security Categorization of Federal Information and Information Systems	
FIPS PUB 201	Personal Identity Verification (PIV) of Federal Employees and Contractors	
FSN 210-8	Translator Series Embassy	
ISSP-MD-1004	Guidelines for English to Russian Translation Services	
ISSP-MD-114	Guidelines for Travel Support of ISS Program Meetings	
ITS-SOP-0005	Procedure for Completing a NASA IT Security Program or System Assessment	
ITS-SOP-0009	Procedures for Updating and Managing NASA's Plan of Actions and Milestones	
ITS-SOP-0019	Procedure for FIPS 199 Categorization of Information Systems	
ITS-SOP-0030	IT System Certification and Accreditation Process for FIPS 199 Moderate and High Systems	
ITS-SOP-0032	Master Information Technology Security Plan Template, Requirements, Guidance and Examples	
ITS-SOP-0033	External System Identification and IT Security Requirements	
ITS-SOP-0040	Contingency Planning Guidance	
ITS-SOP-0043	Procedures for Selecting and Tailoring NIST-800-53 Common Security Controls	
J69W-01	Real Property Management	
J69W-02	Facility Space Allocation and Utilization	
J69W-03	Energy Conservation	
JE9W-06	Document is not in existence	
JPD 1040.2	JSC Emergency Preparedness Program (JEPP)	
JPD 4310.1	National Historic Landmark Preservation	
JPD 8500.1	JSC Environmental Excellence Policy	
JPG 5151	JSC Support Contractor Procedures and Guidelines	
JPR 1040.4	JSC Emergency Preparedness Plan	
JPR 1700.1	JSC Safety and Health Handbook	

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Document Number	Title	Book Coordination Required
JPR 2310.1	JSC Organizational Learning Program	
JPR 8550.1	JSC Environmental Compliance Procedural Requirements	
JPR 8553.1	JSC Environmental Management System (EMS) Manual	
JSC 29229	Flight Control Operations Handbook (FCOH)	
JSC 36455	Interpreter Training and Certification Guide	
JSC 36496	MOD International Liaison Console Handbook Generic and RIO Operations	
K-SS-12-17	International Space Station and Payloads Receiving and Shipping Guide	
MFR 137	NASA Mission Focus Review Policy	
NIST SP-800-18	Guide for Developing Security Plans for federal Information Systems	
NIST SP-800-30	Risk Management Guide for Information Technology Systems	
NIST SP-800-34	Contingency Planning Guide for Information Technology Systems	
NIST-SP-800-37	Guide for the Security Certification and Accreditation of Federal Information Systems	
NIST-SP-800-53	Guide for Assessing the Security Control in Federal Information Systems	
NIST-SP-800-60 Volume 1	Guide for Mapping Types of Information and Information Systems to Security Categories	
NIST-SP-800-60 Volume 2	Appendices to Guide for Mapping Types of Information and Information Systems to Security Categories	
NITR 2810.12	Contingency Planning	
NITR 2810.15	Continuous Monitoring	
No Number	ISS Management Center Operations Handbook (IMCOH)	X
No Number	Railway Labor Act	
No Number	Section 508 of the Rehabilitation Act of 1974	
No Number	Service Contract Act of 1965	
NPD 1440.6	NASA Records Management	
NPD 8800.14	Policy for Real Property Management	
NPR 1441.1	NASA Records Retention Schedule	
NPR 1600.1	NASA Security Program Procedural Requirements	
NPR 2810.1	Security of Information Technology	
NPR 4100.1	NASA Materials Inventory Management Manual	
NPR 4200.1	NASA Equipment Management Procedural Requirements	
NPR 4300.1	NASA Personal Property Disposal Procedural Requirements	

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Document Number	Title	Book Coordination Required
NPR 6000.1	Requirements for Packaging, Handling and Transportation of Aeronautical and Space Systems, Equipment, and Associated Components	
NPR 7120.6	Lessons Learned Process	
NPR 8570.1	Energy Efficiency and Water Conservation	
NPR 8621.1	NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping	
NPR 8831.2	Facilities Maintenance Management	
NSTS 08171	Operations and Maintenance Requirements and Specifications Document (OMRSD), File 1, File 2 Volume II, File X Volumes 1-4	
NSTS 21000-SIP-MIP	Shuttle/Launch Package Standard Integration Plan for International Space Station Missions	
OH-WI-017	International Space Station Program Configuration Management Directives Work Instruction	
OSHA CSP 03-01-003	Voluntary Protection Plan: Policies and Procedures Manual	
SAE AS9100	Quality Systems – Aerospace – Model for Quality Assurance in Design, Development, Production, Installation and Servicing	
SFAS 5	Accounting for Leases	
SFAS 13	Accounting for Contingencies	
SMD 500-15	Security Termination Procedures	
SSP 30219	Space Station Reference Coordinate Systems	
SSP 41170	Configuration Management Requirements	
SSP 50005	ISS Flight Crew Integration Standards	
SSP 50007	Space Station Inventory Management System Bar Code Label Requirements and Specification	
SSP 50010	Standards for ISS Program Documentation	
SSP 50013	ISS Information Systems Plan	
SSP 50108	Certification of Flight Readiness for ISS	X
SSP 50123	Configuration Management Handbook	
SSP 50168	Post Mission Guidelines	X
SSP 50172	Data Management Handbook	
SSP 50174	MIDAS to VMDB Interface Control Document	X
SSP 50190	ISS Contingency Action Plan	
SSP 50200-01	Station Program Implementation Plan (SPIP) Volume 1: Station Program Management Plan	X

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Document Number	Title	Book Coordination Required
SSP 50200-01-ANX C	Station Program Implementation Plan (SPIP) Volume 1: Station Program Management Plan, Annex C: Mission Integration and Operations	X
SSP 50200-02	Station Program Implementation Plan (SPIP) Volume 2, Program Planning and Manifesting	X
SSP 50200-03	Station Program Implementation Plan (SPIP) Volume 3, Cargo Analytical Integration	
SSP 50200-06	Station Program Implementation Plan (SPIP) Volume 6, Cargo Physical Processing	
SSP 50200-08	Station Program Implementation Plan (SPIP) Volume 8: Increment Execution Preparation	
SSP 50222	ISS Program Capital Investment Process (CIP)	
SSP 50230	Mission Integration and Operations Office Certification of Flight readiness Implementation Plan	X
SSP 50254	Operations Nomenclature	
SSP 50261-01	Generic Groundrules, Requirements, and Constraints Part 1: Strategic and Tactical Planning (GGR&C Part 1)	X
SSP 50409	Crew Provisioning Management Plan	X
SSP 50421	Program Planning and Control Certification of Flight Readiness (CoFR) Implementation Plan	
SSP 50448	Station Development Test Objectives (SDTO) Catalog	X
SSP 50465	Return Manifest Dispositioning Plan Blank Book	
SSP 50481	Management Plan for Waste Collection and Disposal	X
SSP 50489	ISS Mission Integration Template	X
SSP 50521	Return, Processing, Distribution and Archiving of Imagery	X
SSP 50578	ISS Cargo Certification Process	
SSP 50621	Generic On-Orbit Stowage Capabilities and Requirements: Pressurized Volume	X
SSP 50622-02	Mission Integration Data Sets Blank Book (MIDSBB)	X
SSP 50643	Operations Interface Procedures	
SSP 50647	Mission Integration Database Application System to CIDMT Interface Control Document	X
SSP 50834	ISS Vehicle Program Management Plan	
SSP 50835	ISS Pressurized Volume Hardware Common Interface Requirements Document	
SSP 50863	Multilateral Yellow Tag Process	
SSP 50864	NASA Yellow Tag Process	
SSP 50872	Multilateral Cargo Certification Process	

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Document Number	Title	Book Coordination Required
SSP 50650	Program Management Operations and Integration Procedures	X
SSP 54004	Increment Definition and Requirements Document Blank Book	X
SSP 54100	Increment Definition and Requirements Document Flight Program	X

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Table J7-2: Reference Documents List

Document Number	Title	Book Coordination Required
ICAs	Interface Control Agreement	X
ISSP-PPD-517	Crew Provisioning Working Group Charter	
JSC 17773	Preparing of Hazard Analyses for JSC Ground Operations	
NASA-HDBK-6003	Application for Data Matrix Identification Symbols to Aerospace Parts Using Direct part Marking Methods/Techniques	
NASA-STD-6002	Applying Data matrix Identification Symbols on Aerospace Parts	
No Number	Annex 1 Reports	X
No Number	MIP Annex 1	X
No Number	MIP Annex 2 Part 1	X
No Number	MIP Annex 2 Part 2	X
No Number	MIP Annex 4	X
No Number	MIP Annex 8	X
No Number	MIP	X
NPD 2810.1	NASA Information Security Policy	
NPR 7120.5	NASA Program and Project management Processes and Requirements	
NPR 8715.3	NASA General Safety Program Requirements	
NPR 9501.2	NASA Contractor Financial Management Reporting	
SSP 50110	Multi-Increment Manifest	
SSP 50112	Operations Summary Document	
SSP 50136	NASA/RSA Bilateral Hardware and Software Exchange Agreements, Lists and Schedules (BHSEALS)	X
SSP 50219	NASA/ASI Bilateral Hardware and Software Exchange Agreements, Lists and Schedules (BHSEALS)	X
SSP 50220	NASA/CSA Bilateral Hardware and Software Exchange Agreements, Lists and Schedules (BHSEALS)	X
SSP 50264	NASA/NASDA Bilateral Hardware and Software Exchange Agreements, Lists and Schedules (BHSEALS) for the JEM	X
SSP 50477	Joint Crew Provisioning Catalog	X

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Document Number	Title	Book Coordination Required
SSP 50502	ISS Hardware Preflight Imagery Requirements	X
SSP 50562	ISS Program Off-Nominal Situation Plan (IPOP)	X
SSP 50576	NASA/RSA Bilateral Agreement – Shipping/Receiving Process for ISS Flight Hardware	X
SSP 50615	NASA/NASDA Bilateral Hardware and Software Exchange Agreements, Lists and Schedules (BHSEALS) for HTV	X
SSP 50621-XX	On-Orbit Stowage Capabilities and Requirements (OSCAR): Pressurized Volume (Flight Specific)	X
SSP 50627	Generic On-Orbit Plug-In Plan (PIP) Capabilities and Requirements	X
SSP 50659	ISS Program Work Breakdown Structure (WBS)	
SSP 50715	International Space Station De-crewing and Re-crewing Plan	X
SSP 50725	MIDAS to POWER Interface Control Document	X
SSP 50803	Generic NASA/ESA Bilateral Hardware and Software Exchange Agreement, Lists and Schedules	X
SSP 50849	MIDAS to JAXA HTV Cargo Integration System	X
SSP 540XX	Increment Definition and Requirements Document for Increment XX	X
SSP 540XX_540YY	Increment Definition and Requirements Document for Increment XX Increment YY	X
SSP 540XX-ANX 1	Increment Definition and Requirements Document for Increment XX, Annex 1: Manifest Flight XX	X
SSP 540XX-ANX 2	Increment Definition and Requirements Document for Increment XX, Annex 2: On-Orbit Maintenance Plan	
SSP 540XX-ANX 3	Increment Definition and Requirements Document for Increment XX, Annex 3: Stage Imagery Requirements	X
SSP 540XX-ANX 4	Increment Definition and Requirements Document for Increment XX, Annex 4: Medical Operations and Environmental Monitoring	
SSP 540XX-ANX 5	Increment Definition and Requirements Document for Increment XX, Annex 5: Payload Tactical Plan	
SSP 54300	Post Increment Evaluation Report Blank Book	X
SSP 543XX	Post Increment Evaluation Report Increment XX	X